

**CONNECTICUT STATE DEPARTMENT OF EDUCATION**  
**FINANCE AND INTERNAL OPERATIONS OFFICE**  
**BUREAU OF GRANTS MANAGEMENT**

**END OF YEAR SCHOOL REPORT (ED001)**  
**INSTRUCTION MANUAL**  
**SCHOOL YEAR 2016-17**

**JULY 2017**

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## INTRODUCTION

Form ED001, the END OF YEAR SCHOOL REPORT, is the primary source of financial information on education within the state. The data are used in calculating state grants and providing statistical information to local, state and federal decision makers.

Classifications, coding and definitions are based on those listed in the publication FINANCIAL ACCOUNTING FOR LOCAL AND STATE SCHOOL SYSTEMS 2009 (Education Publications Center- Publication #: 2009325). This document is located on the Internet under the address **<http://nces.ed.gov/pubs2009/2009325.pdf>**. The coding is intended to provide complete, uniform and comparable data from each school district. Where necessary, however, we have created subcodes within a general grouping to allow for an appropriate reporting for our purposes.

Refer to Connecticut General Statutes, Sections 10-224 and 10-227 for legal authority for collecting data from local education agencies.

## GENERAL INSTRUCTIONS

### Completing The Form:

The ED001 is designed to collect all expenditure\*\*\* data for **public prekindergarten through Grade 12 education** in your town or region. This includes board of education expenditures and expenditures from state and federal grants as well as the value of in-kind services\*\*\*. There are several categories of expenditures, however, which must not be included in this report regardless of their inclusion in the board of education budget. Specifically, **do not include expenditures for the following:**

- Community services;
- Nonpublic school health services;
- Nonpublic school transportation services to nonmember students (except in Schedule 6);
- Nonpublic expenditures\*\*\* from state and federal grant programs;
- Adult and adult basic education programs;
- Vocational agriculture services to adults and out-of-school youth;
- Continuing education programs;
- Volunteer services;
- Tuition summer school;
- Student activity funds;
- Salaries and fringe benefits for uncertified personnel in certified positions;
- Noneducational expenditures;
- Other nonpublic expenditures; and
- PTO and PTA contributions.

Employee benefit expenditures reported in the ED001 such as retirement, health insurance, etc. must be reported “net” of related revenues from non-local tax sources (e.g., contributions from the State Teachers’ Retirement Board, employee co-payments, etc.)

The ED001 must be completed using the accrual or modified accrual basis of accounting and cover the period July 1, 2016, through June 30, 2017, regardless of whether your district operates on the uniform fiscal year.

For local and state audit purposes, all supporting documentation and work papers generated in completing the report must be maintained, including documentation on students reported on the Special Education Data Application and Collection – Grants (SEDAC-G) database for whom funding is received through the Excess Cost and/or State Agency Placement Grants.

Before completing the report, we suggest that you **review the following from the previous year** to identify those areas which may have caused reporting problems in the past.

- The ED001 Report
- The final costs for those high cost special education students reported in the ED001 SEDAC-G database; and
- The Universal Service Fund Data Item Sheet.

\*\*\*Defined term: Appendix 1

In addition to your regular accounting records, you will need the following information to complete the ED001 form.

- Details of in-kind services for other than the food service area, provided by your town officials;
- Details of in-kind services which support the food service area, provided by your town officials; and
- Details of expenditures for land, facilities acquisition and construction, debt service, interest, major remodeling and equipment, whether made from the board of education budget or from the town budget.

**Do not wait until you have all necessary records before starting work on the ED001.**

Do not enter zeros.

All **expenditure** data must be rounded to the nearest dollar. The report will allow decimals **only** in the following fields:

Schedule 4, column 1, line 414

Schedule 5, column 1, line 508 and column 2 all lines

Schedule 10, column 1, lines 1003 through 1008

Schedule 11, column 3, lines 1103, 1104 and 1106

### **Filing:**

The Internet application is the sole source for reporting the ED001 data and any subsequent adjustments.

Section 10-227 of the Connecticut General Statutes requires the ED001 data to be submitted to the State Department of Education, Finance and Internal Operations Office, Bureau of Grants Management (BGM), on or before September 1, 2017.

### **Desk Audit Findings:**

A mailing will be sent to you in mid-October as part of a complete audit package based on your originally submitted report. A district's responses to all trending/analyses and desk audit findings, and their related adjustments, must be supplied to the auditor prior to the auditing of the ED001. All adjustments and responses are to be made through the Internet application. All adjustments must be authorized by the superintendent and should be reviewed by your auditors as part of the audit review package.

### **Data Changes Requested by BGM Personnel:**

Due to grant deadlines and other time constraints, responses to BGM requests for adjustments and other information must be made within two weeks of the request. Those not addressed by the district within this time period will be forwarded to the superintendent for resolution.

### **Audit:**

Section 10-227 of the Connecticut General Statutes requires an audit of each Local Educational Agency's (LEA) ED001. It is the local board of education's responsibility to ensure that the audit review package is submitted to the State Department of Education on or before December 31, 2017. However, because December 31, 2017 falls on a weekend, the ED001 must be submitted on or before the next business day (January 2, 2018). This report should be submitted via email (in pdf format) to grants.sde@ct.gov. The entity should be indicated in the subject and the attachments should be referenced by name in the body of the email. When an email is received, the account will send an automated response, which will serve as your confirmation of receipt. If email is not possible, and the mail system is used, send using certified mail (return receipt requested).

It is the superintendent's responsibility to maintain a file copy of the ED001 and all supporting documentation necessary for a complete audit trail, including appropriate documentation for data provided by the town.

## ASSISTANCE WITH ED001 AND INSTRUCTIONS

FOR CLARIFICATION OF INSTRUCTIONS OR GENERAL ASSISTANCE IN COMPLETING YOUR ED001, CONTACT:

MARK STANGE  
BUREAU OF GRANTS MANAGEMENT.....860-713-6462  
OR E-MAIL AT: MARK.STANGE @CT.GOV

QUESTIONS REGARDING SPECIAL EDUCATION EXPENDITURES SHOULD BE REFERRED TO:

BUREAU OF SPECIAL EDUCATION.....860-713-6910

QUESTIONS ABOUT EMPLOYEES' CERTIFICATION STATUS SHOULD BE REFERRED TO:

BUREAU OF EDUCATOR STANDARDS AND  
CERTIFICATION.....860-713-6770  
OR E-MAIL AT: TEACHER.CERT@ CT.GOV

### ASSISTANCE WITH RELATED ED001 MATTERS

FOR CLARIFICATION OF HOW A GRANT IS CALCULATED USING DATA FROM THE ED001, CONTACT:

KEVIN CHAMBERS  
BUREAU OF GRANTS MANAGEMENT.....860-713-6455  
OR E-MAIL AT: KEVIN.CHAMBERS@CT.GOV

FOR INFORMATION ON PAYMENT SCHEDULES FOR GRANTS USING DATA FROM THE ED001, CONTACT:

BONNE PATHMAN  
BUREAU OF GRANTS MANAGEMENT.....860-713-6458  
OR E-MAIL AT: BONNE.PATHMAN@CT.GOV



## **HIGHLIGHTS OF ED001 FORM AND MANUAL CHANGES FOR 2016-17**

### ED001 Form and ED001 SEDAC-G System Forms Changes

The 2016-17 ED001 Form and ED001 SEDAC-G System Forms include no significant content changes.

## ED001 Manual Revisions

The instructions include no significant content changes.

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## **SCHEDULE 1: IN-KIND SERVICES\*\*\* DETAIL OF EXPENDITURES**

Under the direction of the town's Chief Municipal Officer, documentation will need to be provided to the Superintendent that will enable the school district to complete this schedule. A worksheet(s) similar to the one shown on page 19 of this manual can be used to summarize in-kind services. The worksheet(s) together with all supporting documentation must be kept on file in the board of education office along with your file copy of the ED001. Any expenditure which fails to meet the necessary auditing tests will be disallowed for ED001 reporting purposes.

Proration or allocation documentation must be made available, on request, to the Department of Education or its representatives. Such documentation should include rationale, allocation methods, percentage allocated and cost base against which the allocation has been made.

DO NOT include as in-kind services, expenditures and/or revenues for:

- General Town Administration Services
- Indirect Costs
- School Food Services\*\*\* (Town should notify the district of any in-kind food service, but it MUST NOT be included in this schedule. See instructions for Schedule 3.)
- Community Services
- Nonpublic School Health Services
- Nonpublic School Transportation Services to Nonmember Students
- Nonpublic Expenditures\*\*\* from Federal Grant Programs
- Adult and Adult Basic Education Programs
- Continuing Education Programs
- Volunteer Services
- Capital Expenditures for Land and Buildings (those not eligible for credit under C.G.S. 10-261 and C.G.S. 10-262f(20))
- Any Expenditures for Debt Service\*\*\*
- Tuition Summer School

Employee benefit expenditures reported in the ED001 such as retirement, health insurance, etc. must be reported "net" of related revenues from non-local tax sources (e.g., contributions from the State Teachers' Retirement Board, employee co-payments, etc.).

The amount of employee benefit expenditures reported on the ED001 must be the amount supported by local tax source funds only. For example, required payments to a town's legally constituted self-insurance reserve fund for an employee health plan can be reported as an in-kind service. However, the amount reported on the ED001 must 1) be properly allocatable to services directly supporting public elementary and secondary education, 2) be reasonable, and 3) be the amount supported by local tax source funds net of any third party revenue such as from the State Teachers' Retirement Board and employee co-payment. See Appendix 8 for further guidance.

\*\*\*Defined term: Appendix 1

If you plan to allocate in-kind services provided directly for the support of the public elementary and/or secondary school of the district, you must be prepared to show:

- a) Direct support of educational activities;
- b) Worksheets which document staff time, fringe benefits and supplies used for those direct services; and
- c) That if the town did not provide these services, then the board of education would have to contract these services from private vendors or perform these services with board of education employees.

This would then include the possibility of reporting direct costs incurred by the town. INDIRECT COSTS FOR OPERATING OVERHEAD are NOT reportable.

For reporting purposes, the value of in-kind services made available to the school district must be distinguished according to two separate categories of revenue support, namely:

1. The value of in-kind services made available from local tax revenues (Schedule 1, column 1). Report the dollar value of in-kind services provided to the school district and funded from local municipal tax resources in Column 1. The value of in-kind services provided to the school district funded from local tax revenues may include the following:
  - a) Fiscal services provided for the school district such as data processing, payroll, purchases and accounts payable services.
  - b) Legal services provided for the schools such as representation by Corporation Counsel.
  - c) Police protection services provided within school buildings during the school day and/or school crossing guard services, when pay and fringe benefit programs are provided from the budget of the municipal police department.
  - d) Grounds, driveways, roads and sidewalk maintenance services provided to the board of education property by the municipal highway department.
  - e) School building cleaning, maintenance and/or repair services as furnished by employees of the municipality or as covered by town contracts.
  - f) Property, liability and employee insurance coverage as included in municipal master policies. The school district's share of total annual premium costs must be reported in this section. Payout of claims is not reportable, only the annual contributions made to the plans or the legally created self-insurance sinking funds are to be reported. (Note policy in Appendix 3.) Appendix 8 provides an illustration of a town which selects the option to self-insure employees rather than purchase insurance coverage.
  - g) The value of health services furnished to the school district by employees of the local municipal health department.
  - h) Expenditures made from **progress payments** received for **minor school construction projects managed by the town**.
  - i) Any other type of in-kind service supported by local tax revenues and made available to the school district by the municipality. Examples include the value of bookkeeping and accounting services furnished to the school district.
2. The value of in-kind services made available from non-local tax revenue (Schedule 1, column 2). Report the dollar value of in-kind services provided to the school district supported by other than local tax revenues in Column 2. The value of in-kind services provided to the school district funded from resources other than local tax revenues may include information on such programs as the following:
  - a) State or federally sponsored employment and training programs paid by an agency other than the Department of Education.
  - b) Supplies, equipment\*\*\* and/or contract services made available to the school district as a result of municipal participation in federal revenue sharing programs.
  - c) The value of other in-kind services which may be made available to the school district from specially funded programs administered by the local municipality. For example, the value of nursing services made available to the school district from a town-administered but privately funded nursing program must be reported as an in-kind service. Please note however, that the value of services made available to the school district from student activity income should not be reported in this section.
  - d) Contributions of dollars, equipment, supplies, etc., to the town which are passed on to the school district would be reported in Column 2.

\*\*\*Defined term: Appendix 1

Specific examples of data to be included in the expenditure report, Schedule 1, columns 1 and 2 are as follows:

- Line 101:      Personal Services - Salaries: Amounts paid on behalf of the school district for positions of a permanent or temporary nature in which services are performed specifically for the school district. Full-time, part-time and prorated portions of the costs for those who perform services specifically for the school district are to be considered. Such proration of costs must be supported by documentation which must be forwarded to the LEA for their audit files (no later than September 1).  
Examples:  
1. Fiscal Services (comptroller's office, data processing, etc.)  
2. Health Services (nursing services, etc.)  
3. Plant Operation & Maintenance Services (custodial, snow plowing, lawn care, etc.)  
4. Police Services
- Line 102:      Personal Services - Employee Benefits: Amounts paid on behalf of the school district. These amounts are not included in salaries (above), but are in excess of that amount. Such payments are fringe benefit payments and, while not paid directly to employees, nevertheless are part of the cost of personal services. Report annual contributions to these benefit plans and/or the annual contribution to a town's legally constituted self-insurance sinking fund only.  
Examples:  
1. Health, Hospital and/or Disability Insurance  
2. Life Insurance  
3. Social Security Contributions  
4. Retirement Contributions  
5. Unemployment Compensation  
6. Workers' Compensation
- Line 103:      Purchased Professional & Technical Services: Amounts paid on behalf of the school district for services which by their nature can be performed only by persons or firms with specialized skills and knowledge.  
Examples:  
1. Auditors  
2. Consultants  
3. Engineers  
4. Legal Services  
5. Medical Services
- Line 104:      Public Utilities: Amounts paid on behalf of the school district for utility services other than energy services supplied by public or private organizations.  
Examples:  
1. Electricity  
2. Natural Gas  
3. Garbage Collection  
4. Sewage  
5. Water  
6. Heating Oil

- Line 105: Property & Liability Insurance: Annual contributions paid on behalf of the school district for insurance on owned or leased property and/or liability insurance. Do not include payout on claims.  
Examples:  
1. Umbrella Policy for Town Property Insurance  
2. Payments into Self-Insurance Reserve Fund
- Line 106: Repairs & Maintenance Services: Amounts paid on behalf of the school district for repairs and maintenance services of school property not provided directly by either municipal or school district personnel. Report expenditures for services purchased to clean, repair and maintain school district buildings, grounds and equipment\*\*\*. Report minor school construction services in Line 109.  
Examples:  
1. Cleaning Services  
2. Repairs and Maintenance of School District Buildings and/or School District Grounds  
3. Repairs and Maintenance of School District Equipment (do not include school food equipment)
- Line 107: Rental of Land, Buildings and/or Equipment: Amounts paid on behalf of the school district for the leasing or rental of land, buildings and/or equipment for either temporary or long-range use of the school district.  
Examples:  
1. Rental of Land  
2. Rental of Buildings  
3. Rental of Equipment
- Line 108: Equipment, Vehicles, Other Capital Expenditures: Amounts paid on behalf of the school district for the purchase or lease-purchase of equipment, vehicles or other items of capital equipment.
- Line 109: Minor School Construction Expenditures: Amounts paid on behalf of the school district for the portion of minor school construction activities which are not financed by the town. In order to be reported here, the expenditures must meet both conditions—be minor and not financed. Included here are those expenditures that come from the State Department of Education’s or Department of Administrative Services’ School Construction Progress Payment system’s funds (if they are for minor school construction activities). Minor school construction activities are activities that are not considered “major remodeling,” e.g., removing three windows and resurfacing with brick (which is less than 20% of the total exterior wall surface of a building), are not considered “an extension of a service system,” e.g., replacing the entire plumbing system of a building with higher quality tubing, or are not considered “an improvement to a site,” e.g., maintaining the existing landscaping, shrubs and trees, sidewalks and roadways of school grounds. Additional examples of what are (or are not) minor school construction activities are included on pages 26 through 29 within the instructions for Schedule 2, Part 2. Appendix 7 provides an illustration of a possible minor school construction project and its treatment under different financing and nonfinancing options available to the town.  
Examples:  
1. Oil Tank Replacement (not bonded)  
2. Roof Replacement (not bonded)

\*\*\*Defined term: Appendix 1



Line 110: Other In-Kind Services: Include full documentation/explanation of all items listed as “Other” when submitting your ED001 to the State Department of Education.  
Examples:

1. Telephone services provided to the board of education.
2. Current expenditures from the endowment funds for the Gilbert and Woodstock Academies used for public school purposes.
3. Library Books - books acquired for the furnishing of a school library. Public libraries are not to be included.

Line 111: In-Kind Services Provided to Secondary Region by Member Town:  
This line is applicable for just member towns of secondary high school regions. Report the amount of in-kind services provided by the town to the secondary regional high school. The in-kind services reported on Line 111 should not be listed anywhere else on Schedule 1.

## **TRANSFER EXPENDITURE DATA TO SCHEDULES 4, 5, 8, 9 and 12**

Make sure that all expenditures included in Schedule 1, In-Kind Services, are transferred to the appropriate lines and columns of the following schedules:

- |             |  |
|-------------|--|
| Schedule 4  | Schedule 1, column 1, special education expenditures per C.G.S. 10-76f, formerly reimbursable under 10-76g, should be reported in Schedule 4, column 2, on the appropriate object lines. Contact the Bureau of Special Education at (860) 713-6910 for assistance in determining if a particular in-kind service expenditure fits this category. If it is determined that it does not fit this category and is therefore considered regular education services, then it is not reported in Schedule 4 at all. Schedule 1, column 2, other special education expenditures should be reported on the appropriate object lines of Schedule 4, column 1. |
| Schedule 5  | Schedule 1, column 1, pupil transportation expenditures should be reported on Schedule 5, line 501. If reimbursable through the transportation grant, they should also be reported on Lines 505 through 515 as appropriate; if not, include in Line 502.   |
| Schedule 8  | All Schedule 1, column 2, expenditures should be reported on Schedule 8, line 801.   |
| Schedule 9  | All Schedule 1, column 1, expenditures should be reported on Schedule 9, line 929.   |
| Schedule 12 | The combined totals of Schedule 1, columns 1 and 2, expenditures should be reported on the appropriate function lines of Schedule 12, Total Expenditures from All Sources by Function and Object.  |

SCHEDULE 1 WORKSHEET – IN-KIND SERVICES DETAIL OF EXPENDITURES

OBJECT	M U N I C I P A L   S E R V I C E S								
	Fiscal Services	Legal Services	Police Protection	Repairs and Maint. Services	Public Works	Fire Safety	Other	Other	Total
Line #									
101 Salaries									
102 Benefits									
103 Purchased Services									
104 Utilities									
105 Insurance									
106 Repairs and Maintenance									
107 Rentals									
108 Equipment									
109 Minor School Construction									
110 Other									
111 Services for Secondary Regional School									
TOTAL									

## **SCHEDULE 2: EXPENDITURES FOR LAND, BUILDINGS, CAPITAL CONSTRUCTION AND DEBT SERVICE**



A reminder to member towns of secondary regional school districts. Do not report any assessment data in Schedule 2.

For many school districts the activities involving school facility acquisition and construction are performed by other than board of education staff. The town's Chief Municipal Officer may need to provide the Superintendent with documentation that will enable the school district to complete this schedule. All documentation must be kept on file in the board of education office along with your file copy of the ED001. Any expenditure which fails to meet the necessary auditing tests will be disallowed for ED001 reporting purposes.

Report expenditures whether they were made from the board of education budget or from the town budget. These expenditures may come from local tax source funds, state source funds, federal source funds or private source funds. This would include expenditures which are supported by **School Construction Progress Payments** from the State Department of Education or Department of Administrative Services.

**Note: For most school districts, the total expenditures in Part 1 will not reconcile to the total expenditures in Part 2.** This is due to Connecticut legislation and policy regarding the treatment of certain school building expenditures with respect to Net Current Expenditures (NCE) under C.G.S 10-261 and Regular Program Expenditures (RPE) under C.G.S 10-262f. Part 1 expenditures are those that support any activity involving school facility acquisition or construction. How the expenditures were financed or whether they are eligible, or not eligible, as a Net Current Expenditure or Regular Program Expenditure play no part in determining whether or not they should be reported in Part 1. Part 2 eligible expenditures must consider Net Current Expenditure or Regular Program Expenditure requirements. This involves whether the expenditures need financing and the type of construction activity.

### **CONTACT INFORMATION**

**IF APPLICABLE**, enter the town agency contact person on Line 201, the contact person's telephone number on Line 202 and the contact person's e-mail address on Line 203.

### **PART 1 - INSTRUCTIONS**

**Board of Education and/or Town Expenditures from Local, State, Federal and Other Funding Sources for Public Elementary and Secondary Education for Current School Year Facility Acquisition and Construction Expenditures (function code 4000) and Interest on Current Loans**

The instructions for Schedule 2, Part 1 are organized into three areas. Below you will find sections on the Internet application School Construction Grant Payment data and Reports for the ED001 Form, General Instructions and Line Instructions.

## **I. School Construction Grant Payment Data and Reports for the ED001 Form**

The web page for Schedule 2 of the ED001 form includes a listing of data from the State Department of Education's School Construction Grant Payment files. A school district cannot change the data. If there is a question about the payment of a particular grant, please contact Vicki Barney of the Bureau of Grants Management at 860-713-6463.

The grant payments posted to this web page have been provided by the State Department of Education as a guide to assist the local school district and/or town officials in completing Schedule 2, Part 1. The amounts are from grants paid through the School Construction Progress Payment procedures which have a wire/batch date that falls within the July 2016 through June 2017 period, and the non-progress payment procedure grants which have a wire/batch date that falls within the June 2016 through May 2017 period. Only a local official can determine if these payments were expended and if the school construction projects were for the types of expenditures to be reported in Schedule 2, Part 1. To determine which projects are included in the summarized amounts, a report has been included in the Internet application Reports component which provides project-by-project details.

Again, the grant payments listed on this web page are **only** state grant payments. Schedule 2, Part 1 expenditures for most cases come from both local tax sources and state sources. There can be cases where expenditures are also from federal sources. Only a local official familiar with the circumstances of local construction activities can determine if there is an underreporting of expenditures here.

## **II. General Instructions for Schedule 2, Part 1**

**Note: For most school districts, the total expenditures in Part 1 will not reconcile to the total expenditures in Part 2. Some of the data reported here in Part 1 may be a duplication of what is reported in other parts of the ED001. This is due to Connecticut's legislation and policy regarding the treatment of certain school construction expenditures with respect to Net Current Expenditures (NCE) or Regular Program Expenditures (RPE).**

Report in Part 1 of Schedule 2 **all 2016-17 school year expenditures WHETHER MAJOR OR MINOR** for school facilities acquisition and construction. This includes expenditures from local tax sources, state sources, federal sources and monies garnered from bond issues. Gross expenditures are to be reported. The federal publication FINANCIAL ACCOUNTING FOR LOCAL AND STATE SCHOOL SYSTEMS 2009 classifies this information under function code 4000. Generally, this includes acquiring land and buildings; remodeling buildings; constructing buildings and additions to buildings; initially installing or extending service systems and other built-in equipment; and improving sites. We have provided additional guidance for each line below.

In addition to reporting expenditures for school facilities acquisition and construction in Part 1, report interest on current loans for school construction.

The expenditures reported in Section A and Section B represent your best estimate of the costs of labor and materials for capital improvements. Please note that detail expenditure reporting or record keeping is NOT required provided reasonable costs can be ascertained and reported.

The values reported should reflect the value of the improvement. In most cases, this will be the actual expenditure. However, there are some exceptions. For example, a new building is constructed and financed with municipal bonds. The costs reported below should be the payments to the contractors and vendors, not the annual debt service on the bonds. Another example: an energy management system is installed under a multi-year lease/purchase agreement that includes future rebates from a utility company. The total cost, or value, of the energy management system installed should be reported, even if it is financed over the multi-year lease/purchase period. The fact that there are rebates or that it is purchased through a lease/purchase agreement are not part of the value for purposes here.

### **III. Line Instructions for Schedule 2, Part 1**

Lines 204.01 -

205.99: Report new building construction. This includes the purchase of land and improvements. Include all costs for the construction of an entire new facility. The following items should be included: site acquisition, site improvements, outdoor athletic facilities, equipment (including kitchen and grounds) necessary for the facility (desks, chairs, computers, etc.), professional fees (legal, design, etc.).

Do not include supply items in a new facility: books, paper, software purchased separately, maintenance contracts, etc.

If a new building is constructed, equipment necessary for the facility is included in Schedule 2 Part 1. However, if a school building exists and the district purchases equipment for the building, then do not include that equipment in Schedule 2 Part 1. This situation may occur in any district, but is more likely to occur in a district which has a Vocational Agriculture Center. Those districts are eligible for a school construction grant under Chapter 173 to equip the center.

Report the purchase of an existing building. This is a building that was previously owned and is being purchased for use as a school. If after the purchase the facility will be expanded, altered or any way remodeled, these costs should be included. The costs reported include all costs associated with putting a "new" facility on-line.

Report any additions to buildings. Report all those necessary for the completion of adding new space to a facility. You may include equipment purchases that are required for the added space (desks, chairs, computers, etc.); whatever is required for the new space. You should also include relocatable (a.k.a. portable, demountable) buildings that are purchased or included in a lease/purchase agreement. If there are other costs related to the addition (acquisition of additional site, improvements to grounds/parking, survey fees, architectural fees, etc.), they should also be included.

Report other capital improvements not considered new building construction, purchase of an existing building or an addition to a building. Please note that although they may be eligible for reimbursement under Chapter 173, they are not required to be. Construction or facility activities relating to remodeling and renovating are the types of expenditures to be considered other capital improvements. Do not report repairs or maintenance expenditures in Lines 204.01 through 205.99.

Examples of what should be included are: roof replacements, code conformity upgrades, oil tank replacements, interior structural alterations, technology wiring, installation or upgrades of service systems, "substantial" repairs or replacements (replace all lockers, replace gym floor, repaint entire wings, resurface entire parking lots, replace sections of bleachers), athletic facility upgrades (resurfacing track, adding artificial surfaces, adding sprinkler systems, regrading playing surfaces, etc.), large scale replacement of doors and windows for energy conservation measures.

Items not to include: limited or routine repairs (parking lot patches, minor roof repairs, individual locker replacements, etc.), routine painting and maintenance, replacement of broken individual windows and doors.

To further illustrate what to include or exclude from Lines 204.01 through 205.99, see the listing on page 33. We have included this list with the intention of highlighting the difference between remodeling/renovations and repair/maintenance activities. It is not designed to cover all situations a school district may experience.

If a school district were able to fund its building maintenance program over the years, they would not report those maintenance expenditures here. However, if the same district could not fund its maintenance program over the years and had to renovate a deteriorated building, they would report the renovation expenditures here.

## **Section A**

Lines 204.01 -

204.99: School Construction Where SDE/DAS Has Issued a Project Number

The State Department of Education has prefilled Section A, column 1 PROJECT NUMBER, column 2 PROJECT NAME and column 3 MAJOR TYPE with data from the State Department of Administrative Services' (DAS) School Construction Internet database. This group is the Department's assessment of those projects that have a high chance that the district/town incurred some expense for the 2016-17 school year. A district can have more projects in the School Construction Internet database than are listed here. These are only projects which are considered active. Active projects have one of the five following School

Construction Internet database project status codes: Application Accepted, Pending Priority List, In Process, Unresolved Issues, or Estimated Grant Calculation. The prefilled data is pulled from the State Department of Administrative Services' (DAS) School Construction Internet database the day when the ED001 Internet application's Schedule 2 is accessed for the first time. The data may have changed subsequent to that date.

Report in Column 4 the amount of 2016-17 expenditures for any of these projects. Do not include supply items in a new facility: books, paper, software purchased separately, maintenance contracts, etc.

If the Department's assessment of the prefilled projects 1) missed a school construction project which has been assigned an PROJECT NUMBER and 2) the district/town incurred expenditures for that project, then add that project to Section A. Click on the Add button and use the pull down menu to select the applicable project. Then report an expenditure amount in Column 4. Complete the process by then clicking on the update changes button to add that project's data to Section A.

If you have a question about a particular school construction project, contact Mark Stange 860-713-6462.

## **Section B**

Lines 205.01 -

205.99: School Construction Where SDE/DAS Has Not Issued a Project Number

Report in Section B school construction expenditures, project-by-project where the Department of Administrative Services has not assigned a PROJECT NUMBER. In most cases, the Department of Administrative Services works with the district/town regarding school construction activity. If for some reason they did not assign an PROJECT NUMBER for a project or there is some school construction project that the district/town is pursuing that does not require an PROJECT NUMBER, Section B should include those projects. Report in Column 1 the reference number local officials have assigned to the project, the project name in Column 2, major type in Column 3, and the expenditure amount in Column 4.

For the most part, the State Department of Education or Department of Administrative Services provides funding to a district for school construction activities through the School Construction Progress Payment system. Those projects would be listed in Section A above. However, there may be some funds that come to the district through the State Department's Prepayment Grant system where the district is allowed certain program options. If the district chooses to expend some or all of those funds on school construction activities, then those expenditures for minor school construction activities are reported in this section, and are also reported in Schedule 12 line 1212.



To assist in completing column 3, the major type item, you can refer to Appendix 9. This appendix has a listing of the various abbreviations that may appear in the State Department of Administrative Services' (DAS) School Construction Internet database. (Note: In the ED001 Schedule 2 Section A, the applicable abbreviation for each project is prefilled under MAJOR TYPE.) The appendix also has a crosswalk to the State Department of Administrative Services' project designation for each abbreviation.

If you have any questions, contact Mark Stange 860-713-6462.

## **Section C**

Line 207: Interest on Current Loans (repayable within one year of receiving the obligation):

Report any interest expenditures for any school construction short-term debt service. Included here are Bond Anticipation Note (BANS) interest. Do not report any interest you may have paid for any long-term debt service (obligations exceeding one year) here.

## **PART 2 - INSTRUCTIONS**

### **Board of Education and/or Town Expenditures from Local, State, Federal and Other Funding Sources for Public Elementary and Secondary Education Debt Service and Selected Non-Debt Service Capital Construction**

The instructions for Schedule 2, Part 2 are organized into three areas. Below you will find sections on the Internet application School Construction Grant Payment data and Reports for the ED001 Form, General Instructions and Line Instructions.

#### **I. School Construction Grant Payment Data and Reports for the ED001 Form**

The web page for Schedule 2 of the ED001 form includes a listing of data from the State Department of Education's School Construction Grant Payment files. A school district cannot change the data. If there is a question about the payment of a particular grant, please contact Vicki Barney of the Bureau of Grants Management at 860-713-6463.

The grant payments posted to this web page have been provided by the State Department of Education as a guide to assist the local school district and/or town officials in completing Schedule 2, Part 2. The amounts are from 1) grants paid through the School Construction Progress Payment procedures which have a wire/batch date that falls within the July 2016 through June 2017 period, and 2) the non-progress payment procedure grants which have a wire/batch date that falls within the June 2016 through May 2017 period. Only a local official can determine if these payments were expended and if the school construction projects were for the types of expenditures to be reported in Schedule 2, Part 2. To determine which projects are included in the summarized amounts, a report has been included in the Internet application Reports component which provides project-by-project details.

Again, the grant payments listed on this web page are **only** state grant payments. Schedule 2, Part 2 expenditures for most projects come from both local tax sources and state sources. There can be projects where expenditures are also from federal sources. Only a local official familiar with the circumstances of local construction activities can determine if there is an underreporting of expenditures here.

## II. General Instructions for Schedule 2, Part 2



**If the town/school district financed the expenditures** for the types of activities listed below, then report the debt service\*\*\* and interest paid to the financial institution in Part 2, rather than the expenditures paid to the contractor. **THIS PREVENTS THE DOUBLE COUNTING IN SCHEDULE 1, PART 2 OF THE EXPENDITURES OVER A PERIOD OF YEARS.**

A town may budget and manage the funds for school construction activities through a board of education budget/account or another municipal agency budget/account, or both. ANY EXPENDITURES FOR CONSTRUCTION ACTIVITIES THAT 1) ARE NOT ELIGIBLE SCHEDULE 2, PART 1 EXPENDITURES, 2) MANAGED THROUGH A MUNICIPAL AGENCY BUDGET/ACCOUNT OTHER THAN THE BOARD OF EDUCATION AND 3) NOT FINANCED WOULD BE **REPORTED AS IN-KIND SERVICES\*\*\* ON SCHEDULE 1** ALONG WITH OTHER IN-KIND SERVICES\*\*\*.

Report in Part 2 all expenditures for the following types of construction activities:

- the acquisition of land;
- the acquisition of a building;
- the construction of a building;
- the addition to a building;
- major remodeling\*\*\* to a building (**see the section below “What is and is not major remodeling?” for additional guidance**);

\*\*\*Defined term: Appendix 1

- the initial installation or extension of a service system and other built-in equipment (**see the section below “What is and is not an extension of a service system?” for additional guidance**);
- improvements to sites (**see the section below “What is and is not an improvement to a site?” for additional guidance**); and
- equipment\*\*\* subject to reimbursement under school construction grants (Chapter 173).

Examples from the State Department of Education policy in Appendix 3 (along with others) are listed below. Those building activities that are not reported in Schedule 2, Part 2 and are funded from local funds or under school construction grants (Chapter 173) are eligible to be claimed under Regular Program Expenditures (RPE) and Net Current Expenditures (NCE) and should be reported in Schedule 9, and not in Schedule 2, Part 2.

### **What is and is not Major Remodeling?**

#### **Report in Schedule 2, Part 2 Major Remodeling.**

“Remodeling” means a major permanent structural improvement. Major remodeling means 20% or more of the gross square footage of a building; or, in the case of exterior walls, 20% or more of the exterior surface of the building.

#### **Do not report in Schedule 2, Part 2 activities that are not considered Major Remodeling.**

Major Remodeling does not include expenditures for keeping the building in its original condition of completeness or efficiency, either through repairs or by replacement of property.

Major Remodeling does not include the restoration of a given building to the original condition of completeness or efficiency from a worn, damaged, or deteriorated condition.

Major Remodeling does not include expenditures for the repair or replacement of roofs.

Examples:

- Moving a permanent partition within a room is not a major permanent structural improvement if the affected area involves less than 20% of the gross square footage of the building.
- Removing three windows and resurfacing with brick is not a major permanent structural improvement if the affected area involves less than 20% of the total exterior wall surface.
- Replacing a gym floor is not a major permanent structural improvement if the original floor was in a worn, damaged, or deteriorated condition. (However, if it was not in a worn, damaged, or deteriorated condition and involves more than 20% of the gross square footage of the building, it is a major permanent structural improvement and is a Major Remodeling activity.)

\*\*\*Defined term: Appendix 1

- d. Replacement of a building's fuel tank.

## **What is and is not an Extension of a Service System?**

### **Report in Schedule 2, Part 2 the Extension of a Service System.**

"Extension of service systems" means the enlargement or expansion of an existing service system.

Examples:

- a. Replacing a heating system with a heating/cooling system is an extension of the service system.
- b. Replacing the electrical system in four rooms and extending the wiring into a new fifth room is an extension of the service system with respect to the fifth room only. The cost of replacing the wiring in the original four rooms is not an extension of the service system.

**Do not report in Schedule 2, Part 2 activities that  
are not considered the Extension of a Service System.**

Extension of Service Systems does not include replacement of a service system with a more efficient, more powerful, or better quality system. Service systems include heating, cooling, water, disposal, mechanical, electrical, communications, safety and security.

Examples:

- a. Replacing the entire plumbing system of a building with higher quality tubing is not an extension of the service system.
- b. Replacing the electrical system in four rooms and extending the wiring into a new fifth room is an extension of the service system with respect to the fifth room only. The cost of replacing the wiring in the original four rooms is not an extension of the service system.
- c. Replacing the electrical system in four rooms. The cost of replacing the wiring in the four rooms is not an extension of the service system.

## **What is and is not an Improvement to a Site?**

### **Report in Schedule 2, Part 2 an Improvement to a Site.**

"Improvements to sites" are permanent and structural alterations to the surface of the land, or any additional item permanently affixed to the land.

Examples:

- a. Initial grading, landscaping, seeding, and planting of shrubs and trees; constructing new sidewalks, roadways, overpasses, retaining walls, sewers and storm drains are improvements to sites.

- b. Installing water mains, field hydrants and sprinkling systems, and outdoor drinking fountains are improvements to sites.
- c. Original surfacing and soil treatment of athletic fields and tennis courts are improvements to sites.
- d. Furnishing and installing, for the first time, playground or playing-field apparatus built into the grounds, flagpoles, gateways, fences and underground storage tanks that are not part of building service systems are improvements to sites.
- e. Off site improvements necessitated by improvements made on the site, such as installing sewer lines and building roads, are improvements to sites.
- f. A school district's purchase or lease/purchase of a portable classroom is an improvement to a site.

**Do not report in Schedule 2, Part 2 activities that are not considered an Improvement to a Site.**

Examples:

- a. Maintaining the existing landscaping, shrubs and trees, sidewalks and roadways of school grounds are not improvements to sites.
- b. Maintaining playing fields and related grounds are not improvements to sites.
- c. A school district's lease of a portable classroom is not an improvement to a site.

### **III. Line Instructions for Schedule 2, Part 2**

Line 209: Redemption of Principal: Report here expenditures by the board of education or the town to retire debt incurred for the purchase of equipment (this includes computer equipment), vehicles, land, buildings and other improvements. Do not report equipment for which reimbursement is being sought under a school construction grant (Chapter 173 - Line 212). However, if the equipment is part of a school bond issue, then report the expenditure to retire the debt here, and report nothing on Line 212. Example: A school bond issue for the purchase of computer equipment. The annual principal payment made on that bond issue would be reported here.

Line 210: Interest: Report interest on long-term loans including bonds. Remember to report the interest costs resulting from outstanding debt for the acquisition of pupil transportation vehicles on Schedule 5, column 4.

Line 211: Purchase of Land and Improvements, Acquisition of Buildings, **Not Included in Lines 209 or 210**: Report in Line 211 activities concerned with 1) facilities acquisition and construction services **supported by School Construction Progress Payments from the State Department of Education or State Department of Administrative Services** and 2) facilities acquisition and construction services not funded through bond funds or other debt service. Facilities acquisition and construction services would include acquiring land and buildings, constructing buildings and improving sites. See the definition of capital expenditures for land and buildings, remodeling and site improvements in glossary Appendix 3. **(Include here all**

**current funded expenditures by the board of education or the town)** for building construction, site improvements, etc., which are classified as **MAJOR REMODELING**. If these activities are funded through bond funds or other debt service instruments, then the principal and interest payments for the current year are to be reported in Line 209 and Line 210, respectively, and are not to be reported here. If it is anticipated that these activities are going to be funded in the future through bond funds or other debt service instruments, then the principal and interest payments are to be reported on a subsequent year's ED001 in Line 209 and Line 210, respectively, and are not to be reported here. You will continue to report on subsequent ED001 reports, the applicable principal and interest for the applicable fiscal year until the principal for the school construction activity is retired.

Expenditures from federal revenue sharing for major remodeling projects should also be reported here. Minor remodeling projects reported in Schedule 9 and Schedule 12, lines 1214 and 1215 should not be duplicated here.

**Report expenditures supported by School Construction Progress Payments from the State Department of Education or State Department of Administrative Services here (or in Line 212, if applicable).** In 1997-98, the State of Connecticut improved its method of supporting school construction activity. To reduce a town's burden relative to borrowing funds for school construction, the School Construction Progress Payment system was developed. Based on the request from the town/board of education, funds are sent via the School Construction Progress Payment system to pay vendors as bills are authorized for payment. With this system, a town does not incur debt to pay these bills which they formerly would have had to incur without the state's on demand funding system. Line 211 must include the expenditures for the current year supported by the state's School Construction Progress Payments plus any local nondebt-funding source for the applicable construction activity.

**Below are two brief, very simple, examples** illustrating the reporting of **non-RPE eligible** expenditures from Progress Payment grants in Line 211. See the **General Instructions for Schedule 2, Part 2** for guidance of what types of school construction activities are not RPE eligible. (Note: RPE eligible expenditures from Progress Payment grants are reported in Schedule 9 and possibly Schedule 1, not Line 211.) The first example is a situation where a town does not need to finance a school construction project. The second example illustrates a situation where a town does need to finance a school construction project. Again, the examples are very simple in order to illustrate how Line 211 should include progress payments and how they fit into the funding of school construction expenditures.

**Example #1 A town does not need to finance a school construction project.**

East Salem is putting an addition on to Webster school. The cost will be \$1,000,000. The state commits \$750,000 (75%) to support the addition. East Salem will support \$250,000 (25%) with local nondebt source funds. The town establishes a capital project fund to manage the \$1,000,000 cost. The fund initially includes the \$250,000 of local nondebt source funds (e.g., revenue from local property tax). By the end of the 2016-17 school year, the contractor is half way through the project and the district requested through the School Construction Progress Payment system half of the \$750,000 the state committed, or \$375,000. The \$375,000 is placed in the capital projects fund along with the \$250,000 of local property tax source funds. The town

pays the contractor for half of the project (\$500,000) out of the capital projects fund. On Line 211 the \$500,000 would be reported. The \$500,000 came from \$375,000 of Progress Payment grant funds and \$125,000 came from local property source funds.

Assuming the project is completed in 2017-18, the balance of the \$1,000,000 would be reported on that year's ED001.

**Example #2 A town does need to finance a school construction project.**

East Salem is putting an addition on to Webster school. The cost will be \$1,000,000. The state commits \$750,000 (75%) to support the addition. East Salem will support \$250,000 (25%) with some debt instrument (e.g., general obligation bond). The town establishes a capital project fund to manage the \$1,000,000 project cost. The town sells the bond and includes the proceeds in the capital project fund. By the end of the 2016-17 school year, the contractor is half way through the project and the district requested through the School Construction Progress Payment system half of the \$750,000 the state committed, or \$375,000. The \$375,000 is placed in the capital projects fund along with the \$250,000 from the bond proceeds. The town pays the contractor for half of the project (\$500,000) out of the capital projects fund. On Line 211 the \$375,000 would be reported. This completes the illustration of how to report Progress Payment grant expenditures on Line 211. However, what happens to the \$125,000 expense paid out of the capital projects fund that was from the bond proceeds? The \$125,000 is recognized on the ED001 in Schedule 2, Part 2 based on the bond's principal payment schedule. The bond's principal is reported on Line 209 when that principal is expended. For example, assume the bond requires the principal to be paid in 10 annual installments; the first is due in 2016-17. One tenth of \$250,000 is \$25,000. For the 2016-17 ED001, the \$25,000 principal payment would be reported on Line 209. The corresponding interest expenditure relative to the \$25,000 principal payment would be reported on Line 210. Over the next 9 years the district would report each year's principal payments so that at the end of 10 years the entire \$250,000 will have been captured on the ED001.

Assume the project is completed in 2017-18. The district requested through the School Construction Progress Payment system the other half of the \$750,000 the state committed, or \$375,000. The \$375,000 is placed in the capital projects fund along with the remaining \$125,000 from the bond proceeds. The town pays the contractor \$500,000 in 2017-18 for the balance of the project. On the 2017-18 ED001, the School Construction Progress Payment source expenditures of \$375,000 are reported on Line 211. In addition, the 2016-17 principal payment installment of \$25,000 (the second of 10 bond payments) would be reported on Line 209. The corresponding interest expenditure relative to the \$25,000 principal payment would be reported on Line 210.

For the next eight years, Line 211 would be zero. Line 209 would be \$25,000 and Line 210 would record the interest expense.

Collectively over ten years, \$1,000,000 is captured on the ED001. Line 211 would have \$750,000 (\$375,000 in 2016-17 and \$375,000 in 2017-18) and Line 209 would have \$250,000 (\$25,000 in 2016-17, \$25,000 in 2017-18, \$25,000 in 2018-19, \$25,000 in 2019-20, ...\$25,000 in 2025-26).

Line 212: Equipment Subject to Reimbursement Under School Construction (Chapter 173): Report here all current expenditures for equipment for which you are seeking reimbursement under the school construction grants program (Chapter 173). This would include expenditures supported by School Construction Progress Payments from the State Department of Education or Department of Administrative Services for equipment under Chapter 173. Such expenditures must be excluded from Schedule 9. For the 2016-17 school year, the only type of project where a district can submit a request for a school construction grants program (Chapter 173) grant that is exclusively for equipment is to equip a Vocational Agriculture facility. Therefore, only projects that the Department of Administrative Services has approved and assigned the VE code designation (Regional Vocational Agriculture Equipment) can be reported in this line.



**A LISTING  
HIGHLIGHTING THE DIFFERENCES BETWEEN REMODELING/RENOVATIONS  
AND REPAIR/MAINTENANCE ACTIVITIES**

<b>Remodeling/Renovation Report on Lines 204.01 through 205.99</b>	<b>Repair/Maintenance Do Not Report on Lines 204.01 through 205.99</b>
- replacing a roof	- patching a roof
- oil tank replacement	- patch leak in oil tank
- rewire building	- replace a section of wiring in Building
- install playing surface	- resurface playing surface
- replace playing surface with current high tech material	- replace playing surface with similar material
- remodel a section of a building	- paint existing walls/ceiling and repair floor of existing rooms
- replace "substantial" numbers of windows to improve energy efficiency of building	- replace "limited" number of windows as part of maintenance program
- install a "substantial" number of lockers in a building	- replace a "row or section" of lockers in a building

### SCHEDULE 3: FOOD SERVICES\*\*\*

This schedule is used to determine what amount, if any, may be included in Schedule 9, line 931 as a local contribution to education. The data is also used for federal reporting purposes and must be completed by all districts. All revenues and expenditures, including state and federal grant reimbursements, are to be reported on a modified accrual basis.

Line 301: Local Contributions for Prior Year Deficit: Report local contributions for prior year's food service deficit reduction.

Line 302: Board of Education Budgeted Expenditures: Report total expenditures from the board of education budget (local sources only) for food service.

Line 303: Locally Supported In-Kind Services: Report the value of locally supported in-kind services\*\*\*.

**NOTE: In-kind services supporting the food service program (example: fringe benefits for cafeteria personnel) must be reported here and MUST NOT be reported on Schedule 1 under any circumstances.**

Line 304: **STOP HERE IF THIS AUTOMATIC TOTAL IS ZERO OR LESS, AND LINE 301 IS ZERO. YOU HAVE NO REPORTABLE FOOD SERVICE EXPENDITURES FOR PURPOSES OF THE ED001.** OTHERWISE, PROCEED WITH THE BALANCE OF THE SCHEDULE.

Line 305: Sales to Students and Adults: Report revenue received from sales to students and adults during the operation of your school breakfast, school lunch, special milk food service operation. Student sales may include revenues received from a la carte, milk or breakfast programs, sales from special events or ice cream, summer feeding, child day care programs and federal grant programs like Headstart. Sales to adults may include revenues received from sales to staff, special events such as the provision of coffee to PTO/PTA organizations, and sales under an elderly feeding program as well as adult a la carte sales.

You should not include any sales to students or adults from the operation of the Summer Food Service Program or the Child Care Food Program. These are programs which are not considered to support public elementary and secondary education. For the most part, these food service programs are not administered by the board of education; they are administered by a town agency. You should not include any sales to students from the operation of the Fresh Fruit and Vegetable Program. This program does support public elementary and secondary education, however, this program is designed to provide services free of charge to the student.

Line 306: Other Sales: Report other types of sales revenue. Such sales revenue may be from equipment\*\*\*, food items or food supplies.

Line 307: Interest Income: Report the interest earnings of the food service program.

\*\*\*Defined term: Appendix 1

Line 308: Federal and State Grants: Report grant revenues from the following grant programs on a modified accrual basis of accounting:

Child Nutrition Public, State (16211)  
National School Lunch (Sections 4 and 11), Federal (20560)  
Special Milk Fund, Federal (20500)  
School Breakfast, Federal (20508)  
School Breakfast, State (17046)

Do not report the value of USDA commodities.

Do not report grant revenues from the Summer Food Service Program (20540 and 20548), the Child Care Food Program (20514, 20518 or 20544) or the Fresh Fruit and Vegetable Program (22051).

Line 309: Revenues from Other Than Local Tax Sources: Report other revenues such as those from insurance and manufacturers' rebates.

Line 311: Total Expenditures: Report total food service expenditures for the school breakfast, school lunch, special milk food service operation, including amounts reported in Lines 302 and 303. Do not include the value of USDA commodities (other than shipping and handling costs). Do not report food service expenditures for the Summer Food Service Program, the Child Care Food Program or the Fresh Fruit and Vegetable Program.

Purchased food used - beginning inventory plus purchases minus ending inventory equals purchased food used.

Labor costs - salaries and fringe benefits for those staff funded directly from the food service program. Also included are the school lunch director, secretaries or accountants who are responsible totally for food service.

Supplies purchased - supplies purchased during the year such as paper, expendable equipment or cleaning supplies.

Equipment\*\*\* - expenses for the acquisition or lease/purchase of equipment not supported by a grant pursuant to Chapter 173 "public school building projects." These expenses can be from grant funds or from other local budgets.

Vehicles - expenses for the initial acquisition, replacement cost or lease/purchase of a food service vehicle.

Fringe benefits of food service employees paid by the town or the salaries of the food service director or other staff.

Line 312: Net Profit or Loss: This line is automatically computed by the system. If this line is equal to or greater than zero, your food service operation broke even or was profitable for the 2016-17 fiscal year. The revenues reported in Lines 305-309 were sufficient to support all expenditures for the year. If this line is less than zero, then your food service operation had a loss. That will be factored into what can be claimed on Line 313.

\*\*\*Defined term: Appendix 1

Line 313: The Internet application automatically computes an amount for this line. It enters the lesser of the absolute values (i.e., regardless of whether a positive or a negative number) of Lines 304 and 312.

Example: If Line 304 equals 2,500 and Line 312 equals -2,800, then enter 2,500.

If Line 304 equals 2,500 and Line 312 equals -2,200, then enter 2,200 (without the minus sign).

Line 314: The Internet application automatically computes an amount for this line. This is the sum of Lines 301 and 313. The Internet application also posts this amount to Schedule 9, line 931. **This amount must also be reported in Schedule 12, line 1210.**

## SCHEDULE 4: SPECIAL EDUCATION EXPENDITURES DATA

**Remember to include in this Schedule  
any eligible special education  
in-kind services from Schedule 1**



A reminder to member towns of secondary regional school districts. Do not report any assessment data in Schedule 4.

Special education expenditures to be included in this schedule are defined in C.G.S. Sections 10-76a and 10-76f. Special education functions are those activities exclusively devoted to the task of identifying and implementing special education programs and services in conjunction with the activities of the planning and placement team (PPT). Costs not considered unique to a special education program such as heating, property insurance and food supplies are includable in this schedule, therefore, only if provided in a building devoted exclusively to special education programs, in which case they should be reported in Column 2. Otherwise, such costs are considered nonspecial education and are not to be included on this schedule.

C.G.S. Section 10-76d(e)(5) relating to educational costs of students placed by state agencies, and Section 10-76g(b) relating to special education costs for other exceptional children, each state that if such costs exceed the town's board of education budgeted estimate of such expenditures, then any portion of the state grant which relates to such excess special education expenditures shall be treated by the town treasurer as a reduction in expenditures by crediting such expenditure account, rather than town revenue.

Our understanding of the intent of this language is that:

1. If sufficient local funds are appropriated to cover the costs of these students, then there is no restriction on the town's use of the state grant funds.
2. If, however, insufficient local funds are appropriated to meet such special education expenditures, the town must turn over the state grant money to the local board of education or credit the amount to the appropriate board of education's expenditures account, i.e., the state grant funds must be used to support those additional costs.

**NOTE:** This statutory language governs how such a transaction is to be recorded in the town's accounting records. For ED001 reporting purposes, TOTAL special education expenditures must still be reported in this schedule.

Column 1: Include in this column:

- Amounts by which payments to approved private special education residential facilities exceed the education rates (see Appendix 4) set by SDE.
- Personnel costs of special education supervisory personnel employed in excess of the number of such personnel required per C.G.S. Section 10-76dd.
- Apportioned cost of instructional and administrative personnel employed less than 50% of their time in special education. The balance (nonspecial education cost) does not belong on this schedule.
- Apportioned cost of pupil personnel services staff employed less than one third of their time in special education. The balance (nonspecial education cost) does not belong on this schedule.
- Special education expenditures reimbursed from the following sources and reported on Schedule 8. **(Any expenditures in excess of the reimbursement received or due should be reported in Column 2):**

Board of Education Services for the Blind (Schedule 8, line 802)  
Medicaid (per C.G.S. 10-76d(a))\*  
Third Party Billing/Insurance (Schedule 8, line 808)  
IDEA Part B  
Preschool Incentive Grant

\* Per Connecticut General Statute 10-76d(a)- The Department of Social Services provides a grant to the local board of education based on the federal portion of Medicaid claims processed for Medicaid eligible services provided to Medicaid eligible students. The expenditures from this revenue source should be reported in Column 1 if they are expended on special education services. This amount should be the same amount reported in Schedule 8 line 807.

- Special education expenditures reimbursed from any other funding source reported on Schedule 8.
- Expenditures for programs for gifted and talented students.

Assistance is available from the Bureau of Special Education at 860-713-6910 if you have a question regarding a particular program expenditure.

Column 2: Include in this column:

- Actual expenditures for special education services supported by the State Agency Placement and Excess Cost Grants. Do not include expenditures for regular education pupils who are placed in private residential facilities by a state agency and have been included in the ED001 SEDAC – G system. These are among those pupils that are identified in the SEDAC – G system as grant type 4, which in the ED001 SEDAC – G database have a GRANT TYPE CODE of 4. These are not special education costs and do not belong on this schedule.
- All other expenditures for special education and related services as defined in the aforementioned sections of the Connecticut General Statutes. PPT records and IEP files may serve as a guide in this determination.

Instructional and administrative personnel must participate at least one-half of their employment time in special education before any portion of their salary and fringe cost can be reported in Column 2. The comparable time requirement is one-third for pupil personnel services staff such as social workers, guidance, health, school psychologists, speech pathologists, occupational therapists and physical therapists. Employment time refers to the total job involvement, not just the school day.

It is recognized that pupil personnel services staff render substantial services to special education pupils. However, there is a presumption by SDE that the entire school system derives some benefit from these professional ancillary services. **THEREFORE, NO MORE THAN 85% OF A PUPIL PERSONNEL SERVICES PERSON'S** salary, fringe and travel costs can be reported in Column 2. The balance (nonspecial education cost) does not belong on this schedule.

Assistance is available from the Bureau of Special Education at 860-713-6910 if you have a question regarding a particular program expenditure.

Please refer to the publication **FINANCIAL ACCOUNTING FOR LOCAL AND STATE SCHOOL SYSTEMS 2009** for general definitions of objects by code. Exceptions and supplemental information are provided below.

Line 401: Code 100 Certified Personnel\*\*\*: Report the gross salary for certified personnel occupying positions requiring certification by the SDE. NOTE: Salaries and employee benefits for noncertified personnel occupying positions that require certification are **not** to be included anywhere on the ED001 report. A schedule detailing these noncertified salaries and benefits by funding source must be retained for audit purposes (see Appendix 6 for sample). Questions regarding the status of an individual reported on the uncertified list must be referred to the Bureau of Educator Standards and Certification at 860-713-6770.

Line 402: Code 100 Noncertified Personnel: Report gross salary of noncertified personnel occupying positions not requiring certification by the SDE (example: teacher's aides, secretaries and general substitute teachers). This line may include employees on the school district's or town's in-kind service\*\*\* payroll whose services are provided for special education pupils.

\*\*\*Defined term: Appendix 1

Line 403: Code 200 Employee Benefits: Report fringe benefits paid on behalf of employees from the school district's budget or as a town's in-kind service. Fringe benefits related to the uncertified salaries excluded on Line 401 must be excluded from Line 403 and details retained for audit as specified in Line 403 instructions. Fringe benefits include insurance (health and life), social security, employee retirement contributions, workers' compensation payments, unemployment compensation, sabbatical leave payments, etc.

Line 404: Code 300 Purchased Professional Technical Services: Report purchased services of persons, not on the payroll of the school district, that are engaged in direct teaching, instructional program improvement, medical services, data processing, management services, legal services, etc. The cost of your audit is a general administrative expense which cannot be reported in Column 2.

Code 590 Other Purchased Services: Report all insurance other than employee fringe benefits, including property, casualty, transportation and other liability insurance, as well as insurance judgments. Also, report here transportation for field trips, athletic trips paid by the board of education, conferences and workshops, etc., and other purchased services not included in Lines 405, 408 or 409. This includes communications, advertising, printing and binding, postage and telephone, and nonmembership expenses\*\*\*. Report any expenditures for tuition of special education students placed without an SDE approved contract and payments to the American School for the Deaf for nonmembership pupils (except transportation expenditures which are reported on Line 409).

Line 405: Code 560 Special Education Tuition: Report tuition paid to other LEAs, RESCs or non public schools for services rendered to membership students residing within school district boundaries. Include expenditures for state agency placed children for whom you are programmatically and fiscally responsible. Include in Column 1 all payments in excess of the state's established single cost accounting rates.

**Note: The final cost data changes for excess cost and state agency placed special education students may require related adjustments to your ED001 SEDAC-G data.**

Line 406: Code 600 Instructional Supplies;  
Code 640 Textbooks;  
Code 640 Library Books and Periodicals:  
Include instructional materials of an expendable nature, textbooks, workbooks, textbook binding and repairs, as well as library books and all reference books, periodicals and newspapers purchased for use by the school library.

Line 407: Code 600 Other Supplies and Materials: Include here cleaning and maintenance supplies for buildings, grounds and equipment; allowable expenses for utilities to heat buildings such as coal, oil, gas, electricity and solar (do not duplicate expenditures included on Line 408); operational, maintenance and safety supplies purchased for transportation purposes, and any other supplies not included in Line 406.

\*\*\*Defined term: Appendix 1



Line 408: Code 400 Property Services: Report expenditures for services usually provided by public utilities such as water, sewage, electricity, gas and garbage collection. Do not include heat. Also, report here services purchased to clean, repair and maintain buildings, grounds and equipment. (Note: Only repairs of equipment unique and specific to special education may be reported in Column 2.) Report expenses for the rental of land, buildings and equipment. Do not include lease/purchase agreements for capital items such as buses, data processing equipment, etc. Obligations so incurred should be reported on Line 410.

Line 409: Code 510 Special Education Transportation\*\*\*: Pupil transportation expenditures defined by regulation means expenditures for the conveyance of pupils to and from public elementary and secondary schools. Also reported here are the costs for transporting any child to and from any clinic, physician's office, agency or institution to which the board requests the child to go for the purposes of determining the need for special education, and amounts paid for transporting such child to and from any school, agency or institution for the purposes of special education. This would include your contracted transportation costs. If you have nonmembership transportation expenditures\*\*\*, report those here, e.g., students attending the American School for the Deaf.

Line 410: Code 730 Special Education Instructional Equipment;  
Code 739 Special Education Other Equipment:  
Report here special education equipment for direct instructional use or for administrative or other noninstructional purposes. Include initial acquisition, replacement or lease/purchase of special education vehicles or other special education equipment.

Line 411: Code 890 All Other Expenditures: Report expenditures for all other objects not classified in Lines 401 through 410. Dues and fees should be included here.

Lines 413

and 414: Of the total expenditures reported in Line 412, columns 1 and 2, excluding Line 405, determine the portion relating to high school grades. This may be expressed EITHER in dollars on Line 413 OR as a percentage in Line 414, NOT BOTH.

**NOTE:** High School Grades means your in-district costs. It does not include tuition payments for secondary level pupils sent out of the district.

This data will be used in Finance and Internal Operation's report on elementary, middle and secondary level services to determine the special education costs to be added to the in-district regular education costs provided on Lines 1214 and 1215.

\*\*\*Defined term: Appendix 1

## SCHEDULE 5: PUBLIC SCHOOL PUPIL TRANSPORTATION\*\*\*

**Remember to include in this Schedule  
any eligible transportation  
in-kind services from Schedule 1**



A reminder to member towns of secondary regional school districts. Do not report any assessment data in Schedule 5.

Column 1: Report on Lines 508 through 510 only, data that pertains to those vocational school students for whom the district incurs transportation costs in excess of \$800.

Column 2: Report pupils transported. Do not report any data for those lines blocked out.

Column 3: Report only those expenses which support public school pupil transportation. Total expenditures claimed in this column (Line 501 plus Line 517) cannot exceed the amount reported in Schedule 12, column 1, line 1208.

Column 4: Complete this column only if you had debt service\*\*\* costs for vehicles used for **public** pupil transportation\*\*\*.

If your district purchased vehicles for public pupil transportation through long-term borrowing, you may claim your resulting 2016-17 principal and interest expenditures whether such payments were made through the approved board of education budget or by the municipality on behalf of the board of education. In order to claim these expenditures, you must be able to document for audit purposes that prior expenditure credit has not already been claimed on a prior years' ED001 at the time the vehicles were actually purchased with the proceeds of the borrowing.

Report on Line 501 the principal and interest for 2016-17. This amount cannot exceed the sum of Schedule 2, lines 204 and 205. Debt service reported on Line 501 must be allocated to Lines 502 through 515 in the same manner in which Column 3 expenditures are allocated, unless documentation exists to indicate these costs were specific to one or more of the program areas on those lines. If nonpublic transportation services were provided with these vehicles, then the principal and interest relative to supporting those services are to be included in Schedule 6, column 6 and not reported on this schedule.

Line 501: Total Expenditures from Local Sources: Report all public school pupil transportation expenditures, whether in-kind from column 1 of Schedule 1 or board of education expenditures included in line 928 of Schedule 9, Adjusted Board Budgeted Expenditures. The cost of providing crossing guard services required to get pupils to and from public school safely is a reimbursable expenditure and is included in Line 501.

\*\*\*Defined term: Appendix 1

- Line 502: Nonreimbursable Expenditures: Report nonreimbursable public school pupil transportation expenditures\*\*\* including in-kind reported in column 1 of Schedule 1 and expenditures included in line 928 of Schedule 9, Adjusted Board Budgeted Expenditures.
- Line 503: Excess Vo-Ag Costs: Report only the additional cost to transport pupils to other than the nearest Vocational Agriculture Center. These costs are not reimbursable.
- Line 505: Local Schools Except Special Education: Report all pupils transported to in-town public schools and to vocational technical satellite programs, both in-town and out-of-town, and the costs of transporting these pupils. Costs for transporting an individual student out of town pursuant to local board approval can be included on this line. Pupils transported to a charter school located out of the district are reported on Line 515 and not on Line 505. Pupils transported to a charter school located in the district are reported on Line 505. Do not include special education pupils transported on special education buses. If both the regular pupils and special education pupils ride on the same bus, report both the regular pupils and special education pupils and the expenditures for both.
- Line 506: In-Town Vo-Tech Schools (Nonmembership): Report the number of full-time vocational technical school pupils transported to Vocational Technical Schools located within the local district and the cost of transporting those pupils.
- Line 507: Out-of-Town Vocational Schools and Centers: Report the number of pupils transported to out-of-district Vocational Agriculture and Aquaculture Centers plus the number of nonmembership full-time pupils transported to out-of-district Vocational Technical Schools, and the cost of transporting them.
- Line 508: Number of Pupils Exceeding \$800: Of the pupils reported in Lines 506 and 507, report here the number whose net transportation costs to Vocational Schools and Centers are over \$800.
- Line 509: Cost of Transporting Pupils in Line 508: Report the gross cost of transporting pupils reported on Line 508 to Vocational Schools and Centers.
- Line 510: Transportation Revenues for Pupils in Line 508: Report the revenues received from school districts, individuals or others for transporting those pupils reported in Line 508 to Vocational Schools and Centers.
- Line 511: Out-of-Town Magnet Schools: Report here the **MAXIMUM** number of pupils transported during the school year to out-of-town magnet schools and the cost of such transportation. A school district that has a magnet school in its town and agrees to incur the cost of transporting other towns' pupils to the magnet school should report those expenditures here. Do not report in this line the expenditures for pupils who live in town and are transported to the magnet school located in the same town.
- Line 512: Out-of-Town Public High Schools: **Complete this line only if your district does not maintain a local high school and is not a member of a secondary regional school district.** Report the number of pupils transported to an out-of-town public high school and the cost. If data is entered on this line, you must also complete Line 513.

\*\*\*Defined term: Appendix 1

- Line 513: Names of Receiving Towns: For those districts which do not maintain a high school, provide the name of the town(s) to which you are transporting your high school pupils reported on Line 512.
- Line 514: Special Education Pupils on Special Education Vehicles: Report all public special education pupils transported to public and nonpublic schools, whether in-town or out-of-town, on special education vehicles and the cost of transporting them. Do not include special education pupils riding with regular pupils.
- Line 515: Out-of-Town Charter School Transportation: Report all pupils transported to a charter school located outside your district and the cost of transporting them.
- Line 517: Expenditures from Other Than Local Sources: Report those pupil transportation expenditures which are not supported by local tax sources. Such expenditures would be supported by program/grant sources listed on Schedule 8.
- Line 518: Expenditures by Member Town of Secondary Region for High School Level Transportation: This line is to be completed only if you meet the following conditions: 1) you are a member town of a secondary regional school district and 2) the member town is responsible for transporting the secondary level pupils to the secondary regional school. If you meet both conditions, then the member town must claim those secondary level expenditures above in Schedule 5 along with their elementary level expenditures. Line 518 is the area to identify, from the total elementary and secondary expenditures above in Schedule 5, those that are secondary level expenditures.
- Line 519: The data entry system allows you to check, or click on the box, for Line 519. For the 2016-17 school year, the State Department of Education is not aware of any district that could complete Line 519. Line item 519 applies only to those boards of education who have entered into a cooperative arrangement to operate a school **and** entered into a cooperative arrangement to provide pupil transportation services to that school. Connecticut General Statute 10-158a provides guidance regarding these cooperative arrangements. If this item is checked, then the Department will compute a reimbursement percentage per C.G.S. 10-266m(b) rather than under C.G.S. 10-266m(a).

<b>SCHEDULE 6: NONPUBLIC SCHOOL PUPIL TRANSPORTATION REIMBURSEMENT CLAIM</b>
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**NOTE:** Transportation for **MEMBERSHIP** pupils in nonpublic schools, including those in approved Special Education programs, is not reported on this schedule.

**In order to claim transportation expenditures for a pupil to a particular nonpublic school in Schedule 6, in the year prior to the year the transportation service is provided, the majority of the pupils enrolled in the nonpublic school must be Connecticut residents.**

- Column 1: School Code: The Internet application will automatically enter in the four digit nonpublic school code based on the school name selected from the system menu for School Name (see Column 4). If you provided transportation to a nonpublic school which is not listed in the system menu, contact Mark Stange at 860-713-6462 or ([mark.stange@ct.gov](mailto:mark.stange@ct.gov)).
- Column 2: School Location: The Internet application will automatically enter in the SDE school town code for the nonpublic school based on the school name selected from the system menu for School Name (see Column 4).
- Column 3: School Level: Enter "1" if providing transportation to elementary level nonpublic school pupils. Enter "2" if providing transportation to junior high or high school level nonpublic school pupils. If you are providing transportation services for kindergarten through grade twelve to a school, then split the costs between the two levels. Determination of level is based on how your board of education classifies your public grade level record keeping under C.G.S. 10-277. No other codes are acceptable in this column.
- Column 4: Name of School: The Internet application provides a menu listing nonpublic school names. Select the school from that list to which the pupils are being transported.
- Column 5: Number of Students: List the number of students being transported to the school in Column 4.
- Column 6: Eligible Expenditures: List the eligible net (net of any revenue from other than local tax sources) expenditures for services provided by the board of education and/or by other town or regional district agencies for the school listed in Column 4. Eligible expenditures include the expenditures for crossing guard services required to get pupils to and from the nonpublic school safely.

Also, include here current expenditures for bus purchases or lease/purchases used to support nonpublic transportation services. If your school district purchased vehicles with local tax revenues, then report the net cost of the vehicles used for providing nonpublic transportation services.

**If such purchase was through long-term borrowing, you may claim the resulting 2016-17 principal and interest expenditures whether such payments were made through the approved board of education budget or by the municipality on behalf of the board of education.** In order to claim these expenditures, you must be able to document for audit purposes that prior expenditure credit has not already been claimed on a prior years' ED001 at the time the vehicles were actually purchased with the proceeds of the borrowing. If a vehicle was used for transporting both public and nonpublic pupils, include only the prorated nonpublic share and document and retain your proration methodology for auditing purposes.

Lines 601 -

699: For the eligible services provided, report the school code, school location, school level, name of school, number of students transported and eligible expenditures data for each nonpublic elementary and junior high/high school.

DO NOT INCLUDE THE COST OF NONPUBLIC TRANSPORTATION IN ANY OTHER SCHEDULE OF THIS ED001 REPORT. HOWEVER, IF THESE EXPENDITURES WERE PART OF SCHEDULE 9, LINE 901, THEY WOULD BE REPORTED IN LINE 904.

## SCHEDULE 7: TUITION AND TRANSPORTATION REVENUES FOR PUBLIC EDUCATION

This schedule includes all **public** elementary and secondary tuition and transportation paid by individuals, Connecticut school districts, other Connecticut government agencies, and out-of-state school districts and agencies. These revenues must be reported here whether received by the board of education (Column 1) or by the town (Column 2).

**NOTE: Do not include nonpublic** tuition or transportation revenues anywhere on this schedule. For the purposes of this schedule, gifted and talented programs are to be reported as regular or nonspecial education.

**Do not report on this schedule any revenues from state and federal grants or from regional district assessments paid by member towns.**

Schedule 7 is organized into four Sections. Revenue that supports regular education services are reported in Section A (Tuition revenues) and Section B (Transportation revenues). Revenue that supports special education services are reported in Section C (Tuition revenues) and Section D (Transportation revenues).

All expenditures for regular education services and special education services supported by these revenues are included in Schedule 9. Regular education expenditures supported by revenues reported on Section A (Line 729) and Section B (Line 749) are also reported on Schedule 12 (lines 1214 and 1215). Special education expenditures supported by revenues reported on Section C (Line 779) and Section D (Line 798) are also reported on Schedule 4. Transportation expenditures supported by revenues reported on Section B (Line 749) and Section D (Line 798) are also reported on Schedule 5.

In addition to the instructions below, please refer to the U.S. Department of Education's publication Financial Accounting for Local and State School SYSTEMS 2009 <http://nces.ed.gov/pubs2009/2009325.pdf> for guidance to classify revenues by the revenue and other financing source code dimension.

### Reporting of Revenue by Column

Column 1: Board of Education: Report revenues which the board of education received whether they support regular education or special education programs.

Column 2: Town: Report revenues which the town received whether they support regular education or special education programs.

Column 3: Total: This is the sum of column 1 and 2.

## Reporting of Revenue by Line

### Section A: Tuition Revenues for Regular Education Services

- Line 701: Code 1311: Tuition from Individuals Excluding Summer School for Regular Education: Report tuition received from an individual for providing **regular** education services during the school year program traditionally beginning at the end of August or early September and ending in June. Do not report here tuition received from an individual for **regular** education services provided during a summer school session. Summer school session related tuition revenue is reported on line 702.
- Line 702: Code 1312: Tuition from Individuals for Summer School for Regular Education: Report tuition received from an individual for providing **regular** education services to a nonresident pupil during a summer school session where that summer school session is provided at no cost to a resident pupil attending the summer school session (a **FREE** Summer School \*\*\*session).
- Line 703: Code 1321: Tuition from Connecticut School Districts for Regular Education: Report tuition received from another school district located within the state for providing **regular** education services to a pupil, including Open Choice. Report here tuition received from a RESC or Charter school. Report here tuition received from another school district for providing services during both the school year program traditionally beginning at the end of August or early September and ending in June, or for providing services during a summer school session that is provided at no cost to a resident pupil attending the summer school session.
- Line 704: Code 1322: Tuition from Other Connecticut Government Sources Excluding School Districts for Regular Education: Report tuition received from other Connecticut government sources (excluding school districts) for providing **regular** education services to a pupil, including Open Choice. Among those other government sources are the county and municipality level governments.
- Line 705: Code 1330: Tuition from Other Government Sources Outside the State for Regular Education: Report tuition received from other government sources outside the state for providing **regular** education services to a pupil. Among those other government sources are the county and municipality level governments. Do not report here tuition received from a school district located outside the state, that tuition is reported on Line 706.
- Line 706: Code 1331: Tuition from School Districts Outside the State for Regular Education: Report tuition received from a school district located outside the state for providing **regular** education services to a pupil.
- Line 707: Code 1340: Tuition from Other Private Sources (Other than Individuals) for Regular Education: Report tuition received from a private source for providing **regular** education services to a pupil. Tuition reported here are for those that have not been identified in Lines 701 through 706.

\*\*\*Defined term: Appendix 1



Line 708: Code 1350: Tuition from the State/Other School Districts for Voucher Program Students for Regular Education: This tuition item does not apply to Connecticut for the 2016-17 school year. This item is intentionally left blank.

Line 729: Tuition Revenues for Regular Education Services Section Totals – Sum of Lines 701 through 708

### Reporting of Revenue by Line

#### Section B: Transportation Revenues for Regular Education Services

Line 731: Code 1410: Transportation from Individuals for Regular Education: Report transportation revenue received from an individual supporting public school pupil transportation\*\*\* except for special education transportation. Include transportation for gifted and talented on this line.

Line 732: Code 1421: Transportation from CT School Districts for Regular Education: Report all transportation revenues from a Connecticut school district supporting public school pupil transportation\*\*\* except for special education transportation. Include transportation for gifted and talented on this line.

Line 733: Code 1422: Transportation from Other CT Government Sources Excluding School Districts for Regular Education: Report all transportation revenues from other Connecticut government sources (excluding school districts) supporting public school pupil transportation\*\*\* except for special education transportation. Among those other government sources are the county and municipality level governments. Include transportation for gifted and talented on this line.

Line 734: Code 1430: Transportation from Other Government Sources Outside the State for Regular Education: Report all transportation revenues from other government sources outside Connecticut supporting public school pupil transportation\*\*\* except for special education transportation. Include transportation for gifted and talented on this line. Do not report here transportation revenue received from a school district located outside the state, that transportation revenue is reported on Line 735.

Line 735: Code 1431: Transportation from School Districts Outside the State for Regular Education: Report all transportation revenues from a school district located outside Connecticut supporting public school pupil transportation\*\*\* except for special education transportation. Include transportation for gifted and talented on this line.

\*\*\*Defined term: Appendix 1

Line 736: Code 1440: Transportation from Other Private Sources (Other than Individuals) for Regular Education: Report all transportation revenues from other private sources (other than an individual) supporting public school pupil transportation\*\*\* except for special education transportation. Include transportation for gifted and talented on this line. Transportation revenue supporting public school pupil transportation\*\*\* except for special education transportation reported here are for those sources that have not been identified in Lines 731 through 735.

Line 749: Transportation Revenues for Regular Education Services Section Totals – Sum of Lines 731 through 736.

### Reporting of Revenue by Line

#### Section C: Tuition Revenues for Special Education Services

Line 751: Code 1311: Tuition from Individuals Excluding Summer School for Special Education: Report tuition received from an individual for providing **special** education services during the school year program traditionally beginning at the end of August or early September and ending in June. Do not report here tuition received from an individual for **special** education services provided during a summer school session. Summer school session related tuition revenue is reported on line 752.

Line 752: Code 1312: Tuition from Individuals for Summer School for Special Education: Report tuition received from an individual for providing **special** education services to a nonresident pupil during a summer school session where that summer school session is provided at no cost to a resident pupil attending the summer school session (a **FREE** Summer School \*\*\*session).

Line 753: Code 1321: Tuition from Connecticut School Districts for Special Education: Report tuition received from another school district located within the state for providing **special** education services to a pupil. Report here tuition received from a RESC or Charter school. Report here tuition received from another school district for providing services during both the school year program traditionally beginning at the end of August or early September and ending in June, or for providing services during a summer school session that is provided at no cost to a resident pupil attending the summer school session.

Line 754: Code 1322: Tuition from Other Connecticut Government Sources Excluding School Districts for Special Education: Report tuition received from other Connecticut government sources (excluding school districts) for providing **special** education services to a pupil. Among those other government sources are the county and municipality level governments.

\*\*\*Defined term: Appendix 1

- Line 755: Code 1330: Tuition from Other Government Sources Outside the State for Special Education: Report tuition received from other government sources outside the state for providing **special** education services to a pupil. Among those other government sources are the county and municipality level governments. Do not report here tuition received from a school district located outside the state, that tuition is reported on Line 756.
- Line 756: Code 1331: Tuition from School Districts Outside the State for Special Education: Report tuition received from a school district located outside the state for providing **special** education services to a pupil.
- Line 757: Code 1340: Tuition from Other Private Sources (Other than Individuals) for Special Education: Report tuition received from a private source for providing **special** education services to a pupil. Tuition reported here are for those that have not been identified in Lines 751 through 756.
- Line 758: Code 1350: Tuition from the State/Other School Districts for Voucher Program Students for Special Education: This tuition item does not apply to Connecticut for the 2016-17 school year. This item is intentionally left blank.
- Line 779: Tuition Revenues for Special Education Services Section Totals – Sum of Lines 751 through 758

#### Reporting of Revenue by Line

#### Section D: Transportation Revenues for Special Education Services

- Line 781: Code 1410: Transportation from Individuals for Special Education: Report transportation revenue received from an individual supporting Special Education Transportation\*\*\*
- Line 782: Code 1421: Transportation from CT School Districts for Special Education: Report all transportation revenues from a Connecticut school district supporting Special Education Transportation\*\*\*.
- Line 783: Code 1422: Transportation from Other CT Government Sources Excluding School Districts for Special Education: Report all transportation revenues from other Connecticut government sources (excluding school districts) supporting Special Education Transportation\*\*\*. Among those other government sources are the county and municipality level governments.

\*\*\*Defined term: Appendix 1

- Line 784: Code 1430: Transportation from Other Government Sources Outside the State for Special Education: Report all transportation revenues from other government sources outside Connecticut supporting Special Education Transportation\*\*\*. Do not report here transportation revenue received from a school district located outside the state, that transportation revenue is reported on Line 785.
- Line 785: Code 1431: Transportation from School Districts Outside the State for Special Education: Report all transportation revenues from a school district located outside Connecticut supporting Special Education Transportation\*\*\*.
- Line 786: Code 1440: Transportation from Other Private Sources (Other than Individuals) for Special Education: Report all transportation revenues from other private sources (other than an individual) supporting Special Education Transportation\*\*\*. Transportation revenue supporting Special Education Transportation\*\*\* reported here are for those sources that have not been identified in Lines 781 through 785.
- Line 798: Transportation Revenues for Special Education Services Section Totals – Sum of Lines 781 through 786.
- Line 799: Total – Sum of Lines 729, 749, 779 and 798.

\*\*\*Defined term: Appendix 1

<b>SCHEDULE 8: OTHER EXPENDITURES WHICH SUPPORT PUBLIC ELEMENTARY AND SECONDARY EDUCATION</b>
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Schedule 8 lists all of the most common sources of revenue within several general categories:

1. In-kind services from nonlocal sources (column 2 of Schedule 1)
2. Direct state and federal grants\*\*\*
3. Miscellaneous revenue sources
4. Certain state grants via SDE
5. Federal grants via SDE

Within these categories, “other” lines have been provided to accommodate any sources for which a specific line is not available. Any amounts reported on an “other” line must be fully documented and that documentation must be maintained with all supporting ED001 records.

**NOTE: Report revenue from each source in Schedule 8 only to the extent that expenditures from that source were claimed in Schedule 12 (lines 1214 and 1215) or Schedule 4. (Example: Expenditures supported by Board of Education Services for the Blind (BESB) Grant(s) were included in Schedule 4, column 1 in the amount of \$21,000. This figure must be the amount claimed on line 802 of Schedule 8. Do not report any unexpended portion of the grant. Any reimbursements due should be reported on the modified accrual basis to the extent that they cover expenditures claimed in Schedule 12 (lines 1214 and 1215) or Schedule 4.) Keep in mind that for federal grants, the liquidation period is sixty (60) days and the state grant liquidation period is thirty (30) days.**

- Line 801: In-Kind Services Provided from Resources Other Than Local Taxes: (From Schedule 1, line 110, column 2).
- Line 802: Board of Education Services for the Blind: Report BESB revenue on an accrual basis (whether or not the reimbursement from the Board of Education Services for the Blind has been received).
- Line 803: Bilingual Education (Federal): Report expenditures supported by any federal grant for bilingual education which did not pass through the State Department of Education.
- Line 804: Headstart: Report expenditures supported by any federal Headstart grant which did not pass through the State Department of Education.
- Line 805: Other Direct Federal Grants: Report expenditures supported by any federal grant, other than those listed on Lines 803 or 804, which did not pass through the State Department of Education. The Internet application provides an area to enter the details for up to 99 grants. The Internet application sums the amounts and automatically posts that to Line 805.

\*\*\*Defined term: Appendix 1

- Line 806: Other Direct State Grants: Report expenditures supported by any state grant, other than the Board of Education Services for the Blind listed on Line 802, which did not pass through the State Department of Education. The Internet application provides an area to enter the details for up to 99 grants. The Internet application sums the amounts and automatically posts that to Line 806.
- Line 807: Medicaid Revenue Expended on Special Education Services: The Department of Social Services provides a grant to the local or regional board of education based on the federal portion of Medicaid claims processed for Medicaid eligible services provided to Medicaid eligible students (see C.G.S. 10-76d(a)(6)). The expenditures from these funds expended by the district to provide special education services are to be reported here. These expenditures are also to be reported in Schedule 4 column 1.
- Line 808: Medicaid Revenue Expended on Regular Education Services: The Department of Social Services provides a grant to the local or regional board of education based on the federal portion of Medicaid claims processed for Medicaid eligible services provided to Medicaid eligible students (see C.G.S. 10-76d(a)(6)). The expenditures from these funds expended by the district to provide regular education services are to be reported here.
- Line 809: Third Party Billing/Other Insurance: Report expenditures supported by third party billing or other insurance revenues.
- Line 810: Contributions: Report expenditures from contributions or donations from private sources. DO NOT include contributions received from student activities.
- Line 811: Rentals: Report expenditures from revenues derived from the rental of school property.
- Line 812: Endowment Funds and Other Revenue: Report expenditures made from endowment funds. DO NOT include student activity funds. **DO NOT** include expenditures for land, buildings and major remodeling\*\*\*.
- NOTE:** For the towns of Woodstock and Winchester, the current expenditures from income from Woodstock Academy's and Gilbert School's endowment funds, respectively, may be included in the towns' current expenditures. Current expenditures are the base from which Net Current Expenditures (NCE) under C.G.S 10-261 and Regular Program Expenditures (RPE) under C.G.S. 10-262f are determined. (SEE SCHEDULE 1 INSTRUCTIONS.)
- Line 813: Other Miscellaneous Revenue: Line 813 is used for reporting expenditures from revenue that are received from sources not listed in Lines 807 through 812 or not included in the State Department of Education's Prepayment Grant system (Lines 814 through 821). The Internet application provides an area to enter the details for up to 99 sources of revenue. The Internet application sums the amounts and automatically posts that to Line 813.

\*\*\*Defined term: Appendix 1

## General Instructions for

### Lines 814 -

- 821: Lines 814 through 821 are for summarizing expenditure data from the State Department of Education Prepayment Grant system's ED141 reports, **specifically the X001 line**. The Prepayment Grant system includes miscellaneous, state and federal grants which pass through the State Department of Education (SDE).

Through the Prepayment Grant system, you may print a report (ED141 Public Expenditure Summary [ED001]) that summarizes the public elementary and secondary expenditure data for your pupils. **Be sure to complete all aspects of the ED141, including the X001 line, if applicable, before running this report.**

**NOTE:** If you change the ED141 data, please review that change for its potential impact on the ED001. The summary report data should be posted to ED001 Lines 814, 815 and 819.

- Line 814: Total Miscellaneous Revenue from ED141 Summary Report, Column 3: Line 814 is for summarizing expenditure data from the State Department of Education Prepayment Grant system's ED141 reports **X001 line**. These expenditures are for programs which the Department manages through the Prepayment Grant system which are not considered state or federal grants for state or federal reporting purposes.
- Line 815: Total from ED141 Summary Report, Column 3: Line 815 is for summarizing expenditure data from the State Department of Education Prepayment Grant system's ED141 reports **X001 line**. These expenditures are for state grants which the Department manages through the Prepayment Grant system.
- Line 816: Your portion of services/expenditures from state grants from a consortium grant payment arrangement. The State Department of Education's Prepayment Grant system is designed to consider consortium programs. These are grant programs where it has been determined that it would be more beneficial for two or more districts to cooperate in providing educational services rather than have each operate on their own. As part of that agreement, one district assumes the "fiscal" responsibility for grant budgeting and reporting. This district files a budget and receives all financial correspondence from the State Department of Education.

The school district identified as the fiscal agent completes a section of the Prepayment Grant system that defines which school districts were part of the cooperative grant program and how much support each district received.

**For example:** Bethel, Danbury and Brookfield agree to cooperate in a \$15,000 grant program. They decide that Danbury will be the fiscal agent. Danbury files a budget via the Prepayment Grant system. Danbury receives the grant check from the state for \$15,000. Pupils from all three towns participate in the program. At the end of the year, it is determined that costs for Bethel students were \$4,000, Brookfield's costs were \$5,000 and Danbury's costs were \$6,000.

Danbury would report only \$6,000 on the Prepayment Grant system's ED141 in Line X001. That would then become part of Line 815. Danbury would complete the Consortium Member Report on the Prepayment Grant system listing Bethel with an amount of \$4,000 and Brookfield with an amount of \$5,000.

Danbury would notify Bethel and Brookfield of their respective amounts. Then Bethel would report \$4,000 which would then be included on Line 816 of their ED001 and Brookfield would report \$5,000 on Line 816 of their ED001. Bethel and Brookfield are not required to file an ED141 under this arrangement.

Line 817: State grants managed by a nonpublic/quasi-public organization serving public education. Report here expenditures **by a nonpublic/quasi-public agency or municipal agency** for educational services provided to **students enrolled in the public school system** from the State Department of Education's Prepayment Grant system. For most of the grants managed through the Prepayment Grant system, the local board of education is required to be the manager of the grant. However, some grant programs do not require that the local board of education, and therefore the superintendent, be the manager of the grant. The enabling grant legislation allows local discretion regarding what municipal agency, quasi-public agency or nonpublic organization should manage the grant. Among the grant programs which allow this discretion are the Family Resource Center Grant, Youth Services Bureau Grant and the School Readiness Grant. **Note: If the organization designated to manage the grant is not the local board of education, then the State Department of Education sends the ED141 reports and all correspondence to that designee.** Some, or all, of the services provided by these grants may be for 1) children who are not enrolled in the public school system or 2) noneducational purposes. The expenditures for those children or services **must not be reported** in the ED001. For example, a recreational program for children enrolled in a private school would not be reported on the ED001. In order to be included on this line, the students serviced **must be** enrolled in the public school system and the program **must have** an educational component.

Line 819: Total from ED141 Summary Report, Column 3: Line 819 is for summarizing expenditure data from the State Department of Education Prepayment Grant system's ED141 reports **X001 line**. These expenditures are for federal grants which the Department manages through the Prepayment Grant system.

Line 820: Your portion of services/expenditures from federal grants from a consortium grant payment arrangement. The State Department of Education's Prepayment Grant system is designed to consider consortium programs. These are grant programs where it has been determined that it would be more beneficial for two or more districts to cooperate in providing educational services rather than have each operate on their own. As part of that agreement, one district assumes the "fiscal" responsibility for grant budgeting and reporting. This district files a budget and receives all financial correspondence from the State Department of Education.

The school district identified as the fiscal agent completes a section of the Prepayment Grant system that defines which school districts were part of the cooperative grant program and how much support each district received.

**For example:** Bethel, Danbury and Brookfield agree to cooperate in a \$15,000 grant program. They decide that Danbury will be the fiscal agent. Danbury files a budget via the Prepayment Grant system. Danbury receives the grant check from the state for \$15,000. Pupils from all three towns participate in the program. At the end of the year, it is determined that costs for Bethel students were \$4,000, Brookfield's costs were \$5,000 and Danbury's costs were \$6,000.



Danbury would report only \$6,000 on the Prepayment Grant system's ED141 in Line X001. That would then become part of Line 819. Danbury would complete the Consortium Member Report on the Prepayment Grant system listing Bethel with an amount of \$4,000 and Brookfield with an amount of \$5,000.

Danbury would notify Bethel and Brookfield of their respective amounts. Then Bethel would report \$4,000 which would then be included on Line 820 of their ED001 and Brookfield would report \$5,000 on Line 820 of their ED001. Bethel and Brookfield are not required to file an ED141 under this arrangement.

Line 821: Federal grants managed by a nonpublic/quasi-public organization serving public education. Report here expenditures **by a nonpublic/quasi-public agency or municipal agency** for educational services provided to **students enrolled in the public school system** from the State Department of Education's Prepayment Grant system. For most of the grants managed through the Prepayment Grant system, the local board of education is required to be the manager of the grant. However, some grant programs do not require that the local board of education, and therefore the superintendent, be the manager of the grant. The enabling grant legislation allows local discretion regarding what municipal agency, quasi-public agency or nonpublic organization should manage the grant. **Note: If the organization designated to manage the grant is not the local board of education, then the State Department of Education sends the ED141 reports and all correspondence to that designee.** Some, or all, of the services provided by these grants may be for 1) children who are not enrolled in the public school system or 2) noneducational purposes. The expenditures for those children or services **must not be reported** in the ED001. For example, a recreational program for children enrolled in a private school would not be reported on the ED001. In order to be included on this line, the students serviced **must be** enrolled in the public school system and the program **must have** an educational component.

**The total on Line 899 is part of the reconciliation process of the ED001, i.e., the sum of Schedule 9, lines 928, 929 and 931 and Schedule 8, line 899 must equal Schedule 12, line 1213, column 1.**

## SCHEDULE 9: REGULAR PROGRAM EXPENDITURES



A reminder to member towns of secondary regional school districts. Do not report any assessment data in schedule 9.

**NOTE:** The upper portion of Schedule 9 (lines 901 through 927) emphasizes that it is important to segregate from your board of education budgeted expenditures those items that are either not reportable on other schedules of the ED001 or are not reportable on Schedule 9, line 928 (Adjusted Board Budgeted Expenditures). Certain items within Lines 901 through 927 such as Nonpublic Health Services will not appear on the ED001 in any schedule. Others such as Nonpublic Transportation are restricted to a particular schedule (Schedule 6). Note that food service\*\*\* expenditures are backed out here (Line 906) and form the basis for completing Schedule 3 to determine if any credit for these expenditures can ultimately be taken in the computation of Regular Program Expenditures (RPE).

Line 901: Total Expenditures From Appropriated Board of Education Budget: Report here the total amount expended, including encumbrances, from the appropriated board of education budget. Do not include expenditures from rental income account, endowment funds (Woodstock and Winchester refer to page 17), contributions, federal grants (except impact aid), or state prepayment grants. If the board of education budget includes expenditures for direct reimbursement grants such as Board of Education Services for the Blind (BESB), Job Training and Partnership Act (JTPA) and Jobs for Connecticut Youth (JCY) include them in Line 901. You will then back them out via Lines 918.01 through 918.99, other adjustments.

### DEDUCTIONS (Expenditures only, including encumbrances as at June 30)

List below the amounts included in the budget (Line 901 above) for the following categories of expenditures. These expenditures do not count as Regular Program Expenditures (RPE). They need to be subtracted from Line 901.

Line 902: Adult Education: Report all board expenditures for adult education programs. (Note: For Lines 902 through 919, report only the amounts which were included as part of Line 901.) Example: A federal grant for adult education would not have been included in Line 901. Expenditures from that grant should likewise not be included here.

\*\*\*Defined term: Appendix 1

- Line 903: Nonpublic Health Services: Report all board of education expenditures for nonpublic health services whether or not such services are eligible for reimbursement under C.G.S. Section 10-217a. All such services must be excluded from the ED001.
- Line 904: Nonpublic School Transportation: Report here amounts expended from the board budget for the transportation of nonpublic school students whether or not such services are eligible for reimbursement under C.G.S. Section 10-277 or 10-281. (See Schedule 6 instructions to determine if such expenditures are reportable for reimbursement on this schedule.)
- Line 905: Continuing Education Programs: Report all expenditures from the board budget for programs of continuing education. Continuing Education does not include costs by the school district for school district staff who are taking courses to increase or maintain their certification.
- Line 906: Food Services: Report all expenditures from the board of education budget supporting the food service program. This should equal the amount reported on line 302 of Schedule 3.
- Line 907: Prior Year Food Services: Report all expenditures from the current board of education budget for prior year's food service program deficits.
- Line 908: Community Services: Report expended amounts for community services such as recreational programs.
- Line 909: Tuition Summer School: If you expended funds from the board budget for summer school programs for which students included in your average daily membership (ADM) had to pay tuition, report those expenditures here. If your summer school program was tuition free to your ADM, make no entry here. Tuition charged to nonresident pupils has no bearing on this item.
- Line 910: Debt Services\*\*\* Including Interest: Report the total amount of all debt service payments (principal and interest) made by the board of education from its appropriated budget. (See Schedule 5 or Schedule 6 instructions to determine if any principal or interest is reportable for reimbursement on those schedules.)
- Line 911: Land or Buildings: Unless already reported on Line 910, report any expenditures for the acquisition of land or buildings.
- Line 912: Major Remodeling\*\*\*: Unless already reported on Line 910, report any expenditures for building or site improvements which constitute major remodeling projects rather than minor repairs. See SDE policy (Appendix 3 of this instruction manual).

\*\*\*Defined term: Appendix 1

- Line 913: Salaries of Uncertified Staff in Certified Positions: Report here the salaries or portions of salaries of staff (paid from the appropriated board budget) who were not certified during all or part of the 2016-17 school year.
- Line 914: Fringe Benefits of Uncertified Staff Occupying Certified Positions: Report any board expenditures from the appropriated budget for fringe benefits for the employees whose salaries were reported on Line 913. Lines 913 and 914 should match, in total, the amounts excluded from Schedules 4 and 12 in accordance with instructions for Schedule 4, lines 401 and 403 and Schedule 12.
- Line 915: Vo-Ag Adult and Out-of-School Youth: This line is for LEAs which operate vocational agriculture centers only. Report here any expenditures which support programs for adults or out-of-school youths.
- Line 916: Noneducational Expenditures: Report here any noneducational expenditures made from the appropriated board budget. (Example: Work performed by maintenance personnel paid by the board for maintenance of nonschool buildings, property or equipment.)
- Line 917: Secondary Region's Assessment to the Member Town: This item is only applicable to a member town of a secondary region. A member town of a secondary region does not report the assessment charged to it by the secondary region on its ED001.
- Lines 918.01 - 918.99: Other: Use these lines to report other deductions of expenditures included in the original appropriation for which the town retained the revenue received from reimbursement. Certain grants are made available to LEAs on a direct reimbursement basis. Grants from the Board of Education Services for the Blind (BESB) fall into this category. The Jobs for Connecticut Youth (JCY) Grant paid by the State Department of Education also fits this pattern. The LEA expends funds from its appropriated budget and files periodic reimbursement claims based on those expenditures. Report here the total amount of such expenditures. Each will then be matched against the actual source grant (BESB, etc.) listed in Schedule 8. They do not belong in Schedule 9.

The Department of Social Services provides a grant to the local or regional board of education based on the federal portion of Medicaid claims processed for Medicaid eligible services provided to Medicaid eligible students (see C.G.S. 10-76d(a)(6)). The statute does not require the district to manage this grant through a specific fund. If the expenditures from the Department of Social Services' Medicaid grant are included in the expenditures reported in Line 901, then also report those expenditures in Line 918 as a separate item and label them "Medicaid". Expenditures from Medicaid source funds should not be included in Line 928 Adjusted Board of Education Expenditures. The expenditures from Medicaid source funds that are labeled "Medicaid" in line 918 should be reported in Schedule 8 in Lines 807 or 808.

**Lines 918.01 through 918.99 is the area to begin to recognize the treatment of any Universal Service Fund (USF) supported expenditures that are included in Line 901 or refunds that impact Line 901 over time.** Below are some examples where the district's Line 901 may be impacted and adjustments need to be made in order to determine the proper amount to be reported in Line 928 Adjusted Board of Education Expenditures. By way of a simplified example, if District A received the benefit of the Universal Service Fund (USF) and a

District B did not, yet both provided the same level of service, collectively between the Adjusted Board of Education Expenditures (Line 928) and the Data Item Sheet for Universal Service Fund, that same level of service should be recognized. Assume both districts provide \$100,000 of services. District A applies for USF funding and its provider receives \$40,000. After assessing the situation and Lines 901, 918.01 and 924.01, Line 928 should include \$60,000 and the Data Item Sheet for Universal Service Fund should include \$40,000. Collectively, District A reported \$100,000; District B should report \$100,000 in Line 928. They both have reported \$100,000 of services.

For most districts, Line 901 would not contain any expenditures that were freed up by an unanticipated lower bill for eligible Universal Service Fund services. However, this may occur for some districts. For example, at the beginning of the year the budget contained \$100,000 for telecommunication services. During the year, as a result of Universal Service Fund support, unexpectedly, your provider billed the district for only \$60,000, rather than the \$100,000. The district's level of services did not drop. [The provider receives the \$40,000 directly from the Universal Service Fund.] Rather than return the \$40,000 to the town General Fund at the end of the year, the \$40,000 is expended on library books. Line 901 contains \$100,000, of which \$40,000 was freed up by an unanticipated lower bill for eligible Universal Service Fund services. Report the \$40,000 on Lines 918.01 through 918.99. On Lines 924.01 and 924.99 you would report the \$40,000 to recognize the library book expenditure as a result of funds freed up by the Universal Service Fund benefit. The net effect is zero on Line 928 Adjusted Board of Education Expenditures. Assuming nothing else occurred in the district, Line 901 Budgeted Board of Education Expenditures would be \$100,000 and Line 928 Adjusted Board Budgeted Expenditures would be \$100,000. [On the Data Item Sheet for Universal Service Fund the \$40,000 would be recorded.] Collectively, between the Adjusted Board of Education Expenditures (Line 928) and the Data Item Sheet for Universal Service Fund, \$140,000 is reported. Note: If the \$40,000 was returned to the town General Fund rather than expended on library books, then Line 901 would be \$60,000 and on the Data Item Sheet for Universal Service Fund the \$40,000 would be recorded. Collectively, between the Adjusted Board of Education Expenditures (Line 928) and the Data Item Sheet for Universal Service Fund, \$100,000 is reported.

A Universal Service Fund refund of a prior year's expenditure may impact the current year's ED001. For example, a prior year's ED001 has \$101,000 of telecommunication services reported in Adjusted Board of Education Expenditures. No adjustment was made to that year's ED001 because the refund was not received. However, subsequent to the filing of the ED001, it is determined, and the district receives a refund of \$30,000 based on the eligible Universal Service Fund services contained in the \$101,000. Because of many issues surrounding the Universal Service Fund program, the Department determined that districts would not be required to revise prior year ED001 reports. In order to not over report telecommunication services over a period of years, the refund is recognized in the current year as a deduction to the district's Budgeted Board of Education Expenditures. Assume that the current year telecommunication services are \$100,000 and none are eligible Universal Service Fund services. The current year Line 901 would be \$100,000. In Lines 918.01 through 918.99 the district would record the \$30,000 refund. Line 928 Adjusted Board Budgeted Expenditures would be \$70,000. [On the Data Item Sheet for Universal Service Fund the \$30,000 would be recorded.] Over a two-year period, among the Adjusted Board Budgeted Expenditures amounts (\$101,000 and

\$70,000) and the Data Item Sheet for Universal Service Fund amount (\$30,000), telecommunication services of \$201,000 are recognized.

If you have questions regarding how to report Universal Service Fund program credits or refunds, contact Mark Stange at 860-713-6462.

Lines 918.01 through 918.99 should also be used for any other deduction adjustments not specifically covered in Lines 902 through 917.

Line 919: Total of Lines 902 through 918.99.

ADDITIONS (Expenditures only, including encumbrances as at June 30)

List below the amounts not included in the budget (Line 901 above) for the following categories of expenditures. As additions, these items become part of Line 928 below, your Adjusted Board Budgeted Expenditures. Lines 920, 921 and 922 expenditures will be reported with other special education and transportation expenditures in the lower portion of Schedule 9 (lines 932 and 933) and will be deducted from Line 928 to arrive at your RPE.

Line 920: Excess Cost and/or State Agency Placement Grants: If you received Excess Cost and/or State Agency Placement Grants this year and the entire amount(s) was appropriated, then no adjustment needs to be reported on Line 920. If, however, the LEA did not appropriate the entire amount(s), then use Line 920 to include the amount(s) it did not appropriate.

Line 921: Additional Special Education Tuition: If you received any additional special education tuition this year and the entire amount was appropriated, then no adjustment needs to be reported on Line 921. If, however, the LEA did not appropriate the entire amount, then use Line 921 to include the amount it did not appropriate.

Line 922: Magnet School Transportation Grant: If you received a Magnet School Transportation Grant this year and the entire amount was appropriated, then no adjustment needs to be reported on Line 922. If, however, the LEA did not appropriate the entire amount, then use Line 922 to include the amount it did not appropriate.

Line 923: Expenditures made from School Construction Progress Payment Grant for Minor Remodeling\*\*\*: If you received a School Construction Progress Payment Grant this year for minor remodeling\*\*\* and 1) the entire amount was appropriated or 2) is reported as an in-kind service on ED001 Schedule 1, then no adjustment needs to be reported on Line 923. If, however, the LEA managed the project and did not appropriate the entire amount (i.e., is not included in Line 901 above), and is not reported as an in-kind service on ED001 Schedule 1, then use Line 923 to include the amount it did not appropriate.

Caution should be followed in the use of Line 923. Before completing Line 923, contact Mark Stange at 860-713-6462. How school construction projects are managed varies among towns. This line was included to account for a certain unique management arrangement. This line should be applicable to only a small percentage of projects.

\*\*\*Defined term: Appendix 1

Lines 924.01 -

924.99: Other: These lines are for other additions.

If you received up to 2% of your Education Cost Sharing (ECS) Grant under the set-aside provisions of C.G.S. 10-262k for compensatory education programs this year, and the entire amount for the grant is appropriated, then no adjustment to Line 901 is needed via Lines 924.01 through 924.99. If, however, the LEA did not appropriate this grant, then use Lines 924.01 through 924.99 to include the set-aside component of your ECS Grant.

If **Universal Service Fund** dollars and credits are received and the freed up budgeted monies are spent on additional items, such as computers, books, paper, etc., then that expenditure amount needs to be reported here. See instructions for Lines 918.01 through 918.99. If you have questions regarding how to report Universal Service Fund program credits or refunds, contact Mark Stange at 860-713-6462.

Line 927: Unliquidated Encumbrances from Prior Year: Report here the unliquidated amount of encumbrances from 2015-16 which were committed against funds from the appropriated board budget. The amount reported here should equal the adjustments made to Schedule 12 (lines 1214 and 1215) or Schedule 4 in accordance with instructions on pages 68 and 95.

Line 928: Adjusted Board Budgeted Expenditures: The Internet application will automatically compute this amount. This amount measures expenditures for public elementary and secondary education from what are considered local tax sources.

The portion which provided special education services should be reported in Schedule 4 and the portion (balance) which supported regular programs (nonspecial education) should be reported in Schedule 12, line 1214 or 1215.

Line 929: In-Kind Services: The Internet application will automatically compute this amount from Schedule 1, line 112, column 1.

Line 930: This line is not applicable for the 2016-17 school year. It has been intentionally left blank.

Line 931: Food Service Adjustment: The Internet application will automatically compute this amount from Schedule 3, line 314.

\*\*\*Defined term: Appendix 1

- Line 932: Special Education: The Internet application will automatically compute this amount from Schedule 4, line 412, column 2.
- Line 933: Public Pupil Transportation: The Internet application will automatically compute this amount from Schedule 5, column 3, the result of subtracting Line 515 from Line 505.
- Line 934: Vo-Ag Operating Grant: The Internet application will automatically compute this amount from State Department of Education payment records.
- Line 935: Tuition Received for Nonresident Students in Regular Programs: The Internet application will automatically compute this amount from Schedule 7, column 3, line 729.



## SCHEDULE 10: CLAIM FOR EXCEEDING STATUTORY SCHOOL YEAR

Line 1001: Click on the box labeled "Current Year's Response" if **any** of your district's public schools did not exceed the statutory school year of 180 days and 900 hours of school work. Do not complete the balance of the schedule.

Complete Line 1002 and the applicable Lines 1003 through 1008 only if **all** of your district's public schools exceeded the statutory school year of 180 days and 900 hours of school work (450 hours for kindergarten) and you wish to receive appropriate credit toward your Average Daily Membership (ADM) or resident student count for school year 2016-17. [Note: The hours of school work excludes lunch, recess and the pupil's time between classes.] Data reported on this schedule must apply to **all** schools.

Line 1002: Enter the date on which **all** of your district's public schools completed **both** 180 days and 900 hours of school work. If these two mandates were met on different dates, enter the later date.

Lines 1003 -  
1008: Enter the number of hours of schoolwork for each day subsequent to the date entered on Line 1002. Schoolwork performed for less than one whole hour should be reported as a fraction. For example,  $\frac{1}{2}$  hour should be reported as 0.5 hours.

<b>SCHEDULE 11: REGIONAL HIGH SCHOOL TUITION ASSESSMENT (Do not include costs for Transportation and Debt Service) AND DETAIL OF PUPILS SENT OUT OF THE DISTRICT (Do not include costs for Transportation)</b>
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Report in this schedule the details of the pupils sent out of the district. These are pupils that are the responsibility of the board of education, but for various reasons were sent out of the district to receive their education. These pupils were sent to another public school outside of the district or to a private school, in or out of town.

These expenditures must equal the sum of the tuition expenditures reported in Schedule 12 lines 1214 and 1215, columns 5 and 6. **Do not include transportation expenditures in this schedule.**

The pupil data is grouped into six categories.

Column 1: Report an annual per pupil tuition rate. Report this rate for regular education pupils sent to a designated high school, regular and special education pupils sent to a regional high school, or regular education pupils sent to an interdistrict cooperative high school.

Column 2: Report tuition expenditures for all groups of pupils except the group of regular and special education pupils sent to a regional high school.

Column 3: Report a full time equivalent (FTE) pupil amount for all groups except for three groups (regular and special education pupils sent to a regional high school, regular education pupils sent to a designated high school, or regular education pupils sent to an interdistrict cooperative high school).

**Group 1: Regional High School Tuition Assessment**

Only regional high school districts are to complete this line.

Line 1101: For regular education and special education pupils, report an annual per pupil assessment rate and the assessment amount for educational services for pupils sent from your member towns of the regional high school district. [Note: If it is the responsibility of the regional district to transport pupils from home to school, then do not include the expense for that service in the per pupil assessment rate. If the regional high school district is assessing the member towns for school construction services or debt service, then do not include the expense for that service in the per pupil assessment rate.]

**Group 2: Details on Pupils Sent to a Designated High School**

Only districts not maintaining their own high school are to complete Line 1101. Report data on the pupils tuitioned out to your designated high school(s). If your pupils are enrolled in the Vocational Agriculture Center of your designated high school, include these pupils here. Do not report these pupils in Line 1106.

Line 1102: For regular education pupils, report an annual per pupil tuition rate and the total tuition expense. If pupils are sent to more than one designed high school, report an average annual per pupil tuition rate.

### **Group 3: Details on Pupils Sent to a Private or Residential Facility**

Report here data on pupils sent to a private facility or residential facility whether in Connecticut or out of state. (For purposes of this report, American School for the Deaf is considered a private facility.)

Line 1103: For regular education pupils, report the total tuition expense and a full time equivalent (FTE) pupil amount.

### **Group 4: Details on Pupils Sent to an Approved Interdistrict Magnet School**

Report here pupils sent to a *full-time* magnet school not operated by your district. Only schools approved by the Connecticut State Department of Education (CSDE) can be considered magnets for purposes of reporting here. The approved magnet schools are presented in Appendix 5. If a school district sends a pupil to a magnet school that is owned and operated by a Regional Educational Service Center (RESC) and that magnet school is located in the district, report the pupil and tuition here.

Pupils enrolled in CSDE approved *part-time* magnet schools **must not be included here**.

Line 1104: For regular education pupils, report the total tuition expense and a full time equivalent (FTE) pupil amount.

### **Group 5: Details on Pupils Sent to an Interdistrict Cooperative High School (C.G.S. 10-158a)**

Report data here if your town is a member of an interdistrict cooperative arrangement pursuant to C.G.S. Section 10-158a and you send your pupils to a school geographically located in another member town.

Note: For 2016-17, this line should apply to Salem and the Salem/East Lyme interdistrict cooperative arrangement and Sterling and the Sterling/Plainfield interdistrict cooperative arrangement. Please call Mark Stange at 860-713-6462 if you believe that this group applies to you.

Line 1105: For regular education pupils, report an annual per pupil tuition rate and the total tuition expense.

### **Group 6: Details on Pupils Sent Out of the District to Any Location Not Reported Above**

Report here any pupils sent out of the district not reported in groups 1 through 5. Include pupils sent to vocational agriculture centers on this line (unless the vo-ag center is located at your Designated High School. In such cases, report the pupils on Line 1102). Include pupils enrolled in CSDE approved *part-time* magnet schools, if there is a tuition expense. Do not report here data on *full-time* pupils sent to an CSDE Approved Interdistrict Magnet School, that data is reported on Line 1104. Students sent to vocational technical schools are not to be reported here or anywhere else on this schedule.

Line 1106: For regular education pupils, report the total tuition expense and a full time equivalent (FTE) pupil amount.

Line 1107: Provide a short description of where Group 6 pupils were sent.

Line 1199: Total Regular Education Tuition Expenditures: This is the sum of Line 1102 through 1106, column 2. This should agree with Schedule 12, sum of Lines 1214 and 1215, columns 5 and 6.

## SCHEDULE 12: TOTAL CURRENT EXPENDITURES FROM ALL SOURCES BY FUNCTION AND OBJECT



A reminder to member towns of secondary regional school districts. Do not report any assessment data in Schedule 12.

Report on Lines 1201 through 1212, all expenditures for programs and services provided for the elementary and secondary public school pupils of the district. This includes in-kind services\*\*\* provided to the school district and funded from local municipal tax resources and those in-kind services provided to the school district that are supported by other than local tax revenues, as shown in Schedule 1.

**NOTE: REMEMBER THAT ALL NONEDUCATIONAL EXPENDITURES, NONPUBLIC EXPENDITURES\*\*\*, ADULT AND CONTINUING EDUCATION EXPENDITURES, COMMUNITY SERVICES, VOLUNTEER SERVICES, EXPENDITURES FOR TUITION SUMMER SCHOOL, EXPENDITURES FROM STUDENT ACTIVITY FUNDS, AND SALARIES AND FRINGES FOR UNCERTIFIED STAFF OCCUPYING CERTIFIED POSITIONS (INCLUDING SCHOOL BUSINESS OFFICIALS) MUST BE EXCLUDED.**

Section 10-261 of the Connecticut General Statutes provides that current expenditures from the endowment funds of Woodstock Academy may be claimed by the town of Woodstock as current expenditures, and that current expenditures from the endowment funds of Gilbert School may be claimed by the town of Winchester. **SEE SCHEDULE 1 FOR TREATMENT OF THESE EXPENDITURES.**

Unliquidated Encumbrances from Prior Year - Expenditures in the ED001 should be reduced to reflect any encumbrances claimed as expenditures on your 2015-16 ED001 that were not liquidated in part or in total. In making this adjustment, be sure to adjust only for those encumbrances funded from the appropriated board of education budget for items that are reportable in this schedule. If you are unable to identify the specific object code(s) to credit, or if you have insufficient expenditures in 2016-17 under a particular object against which to credit an unliquidated encumbrance, refer to the procedural letter included in Appendix 3.

**The State Department of Education does not require the level of auditing for Schedule 12 as it does for schedules which drive grants. The audit is limited to the relationship of the total to other schedules within the ED001 and the edits in the PREPARER'S CHECKLIST.**

**Do not make an entry on Line 1201 without first reading the instructions for that line.**

Line 1201: Total Employee Benefits: **Complete this line only** if you wish the Internet application to automatically allocate your employee benefits throughout Lines 1202 to 1211 based on the percentage relationship between salaries reported in Column 2. If you believe you have a more accurate method of allocation and can document and justify the method used, **do not make an entry on this line** and complete Column 3 as appropriate for Lines 1202 through 1211.

\*\*\*Defined term: Appendix 1

## Reporting of Expenditures by Line for Lines 1202 through 1211

In addition to the instructions below, please refer to the U.S. Department of Education's publication Financial Accounting for Local and State School SYSTEMS 2009 <http://nces.ed.gov/pubs2009/2009325.pdf> for guidance to classify expenditures/services by the function code dimension.

### Line 1202: Program Expenditures:

Code 1000 Regular Programs - Report expenses for instruction of regular school year programs. Include Vo-Ag programs here. The salaries and fringe benefits for personnel without certification occupying certified positions are excluded from reporting on the ED001.

Code 1000 Special Education Instruction Only - Report expenses for special education instruction. IDEA Part B expenditures should be reported here.

Code 1000 Culturally Disadvantaged Pupils - Report expenses for instruction of pupils whose backgrounds necessitate additional educational programs. Expenditures for programs for culturally disadvantaged pupils funded by the state under Section 10-262k (Compensatory Education) and federal funds from Title I, and Children in Low Income Families and Migratory Workers are included here.

Code 1000 Free Summer School Programs - Report expenses for instruction during summer school programs\*\*\* provided at no cost to resident pupils. Summer school programs for which resident pupils are charged are not to be reported on the ED001.

### Line 1203: Support Services - Students:

Code 2100 Support Services - Students

### Line 1204: Improvement of Instructional Services:

Code 2200 Support Services – Instruction

Code 2210 Improvement of Instruction Services

Code 2220 Library/Media Services

### Line 1205: Support Services - General Administrative:

Code 2300 Support Services - General Administration - Report expenditures for activities of the board, including, but not restricted to, such items as secretarial, financial, electoral, legal, tax and audit services. Superintendent's office services - report expenditures for activities associated with the overall general administrative or executive responsibility for the entire school district, including, but not restricted to, negotiation services and state and federal relations services. Severance pay is reported in this function.

### Line 1206: School Based Administration:

Code 2400 Support Services - School Administration – Report expenditures for activities associated with a school accreditation process should be reported here.

\*\*\*Defined term: Appendix 1

Line 1207: Operation and Maintenance of Plant Services:

Code 2600 Operation and Maintenance of Plant Services - Minor remodeling expenditures are included here. The cost of providing a crossing guard's services required to get a pupil to and from the public school safely is reported in Line 1208. Other crossing guard services are reported in Line 1207. **However, do not report expenditures funded from a grant included in the State Department of Education's Prepayment Grant system that were used for any minor school construction remodeling activities. Those expenditures are reported in Line 1212.**

Line 1208: Student Transportation Services:

Code 2700 Student Transportation Services - Report all expenditures for pupil transportation including vehicles, supplies, salaries, fringe benefits, etc. The cost of providing a crossing guard's services required to get a pupil to and from the public school safely is reported in Line 1208. Other crossing guard services are reported in Line 1207. Do not include nonpublic transportation expenditures here or anywhere in this schedule. Make sure that the amount reported in Column 1 equals or exceeds the sum of the amounts on Schedule 5, line 501, column 3 and line 517, column 3.

Line 1209: Support Services:

Code 2500 Support Services - Business - Exclude salaries and fringe benefits of uncertified school business officials.

Code 2500 Support Services - Central - Activities, other than general administration, which support each of the other instructional and supporting services programs. These activities include: planning, research, development, evaluation, information, staff and data processing services.

Code 2900 Support Services - Other - Report expenditures for any supporting services not classified in Lines 1205 through 1210

Line 1210: Food Services:

Code 3100 Food Services\*\*\* Operations - Report expenditures funded by local tax appropriation for providing food to pupils and staff. This must equal or be greater than the amount reported on Schedule 9, line 931.

Line 1211: Enterprise Operations:

Code 3200 Enterprise Operations - Report only those expenditures that are **made from local appropriations** including capital expenditures. Examples:

- a. That portion of the salary of coaches, directors, supervisors, etc., of athletics, bands, dramatics and advisors of any school activity paid by local appropriations.
  - b. The salaries of custodians, police, firemen, ticket takers and others paid from local appropriations.
  - c. Equipment such as band uniforms and/or instruments provided by local appropriations.
  - d. If the town paid for police, firemen, building supervisors, etc., from tax resources, the expenditure is reportable.
  - e. Rental of facilities for student activities when paid from local appropriations.
- Nonprogrammed charges** - Payments to other school districts and nonpublic schools for services provided to local resident pupils.

**Do not include expenditures from student activity funds here or anywhere in this report.**

\*\*\*Defined term: Appendix 1

Line 1212: Prepayment Grant Capital Expenditures: Report expenditures from a grant included in the State Department of Education's Prepayment Grant system for any minor capital construction activities. Grants managed through the State Department of Education's Prepayment Grant system may contain capital construction activities that are considered "minor" construction. Note: These types of construction expenditures would be eligible under Connecticut's definition of Net Current Expenditures (NCE) and Regular Program Expenditures (RPE) if they were from local tax appropriations rather than from a prepayment grant-funding source.

Line 1212 provides the bridge between the federal reporting requirements when reporting expenditures by function and the requirements for reporting expenditures in the Prepayment Grant system's ED141 report. For federal reporting purposes, those **construction activities** that are considered **minor** under State legislation and policy in determining Net Current Expenditures (NCE) and Regular Program Expenditures (RPE) should not be reported in the functions listed in Schedule 12. However, the total expenditures reported on the ED141 X001 line must reconcile to total expenditures reported in the upper portion (lines 1202 through 1212) of Schedule 12.

The reporting of these ED141 and ED001 expenditures follows this route. The expenditures are first reported on the applicable ED141 report on the X001 line. Next, they would be reported in Schedule 8 of the ED001. They would then be reported in Schedule 12, line 1212. Lastly, the expenditures are reported in Schedule 2, Part 1, Section B. The expenditures are **not reported** in Schedule 2, Part 2.

The expenditures are not reported in Schedule 2, Part 2 due to the "minor" status under Connecticut's RPE legislation. They are reported in Schedule 2, Part 1 because that part of Schedule 2 does not consider Connecticut's RPE legislation when reporting school construction activities.

For example: A school district receives a grant which allows the district to upgrade its computer services for classroom instruction. The district receives the ABC Grant of \$100,000 through the State Department of Education's Prepayment Grant system. The school district chooses to use part of the grant to purchase personal computers for some classrooms and part of the grant to wire the school building to allow the personal computers access to the Internet. The personal computers cost \$20,000 and a contractor is hired to wire the building at a cost of \$80,000. The wiring (\$80,000) of the school building is considered a minor capital expenditure under Connecticut's RPE policy regarding construction activities. The reporting among the ED141 and ED001 schedules would follow this model.

- The ED141 report would be completed with the \$100,000 expense reported on the X001 line.
- The \$100,000 would be reported on Schedule 8 of the ED001.
- For the upper portion (lines 1202 through 1212) of Schedule 12 of the ED001 which lists the function groupings, of the \$100,000, \$20,000 would be reported on Line 1202 for the personal computers used for instruction, and ED001 Line 1212 would include the \$80,000 for the wiring of the school building.

- For the lower portion of Schedule 12 which lists the grade level groupings, of the \$100,000, the \$20,000 for classroom computers would be reported among Lines 1214 and 1215 as appropriate.
- **For Schedule 2, Part 2, none of the \$80,000 is reported here.** Only expenditures for major school construction activities are reported in Schedule 2, Part 2.
- For Schedule 2, Part 1, Section B, the \$80,000 is reported here. Schedule 2, Part 1 does not consider Connecticut's RPE legislation regarding school construction type activities. All school construction expenditures, whether the construction activity is major or minor, are reported in Schedule 2, Part 1.

#### Reporting of Expenditures by Column

Below is an overview of what object code data applies to Columns 2 through 9. Please refer to the U.S. Department of Education's publication Financial Accounting for Local and State School SYSTEMS 2009 <http://nces.ed.gov/pubs2009/2009325.pdf> for guidance to classify expenditures/services by the object code dimension.

#### **TOTAL (COLUMN 1)**

For Lines 1202 through 1211, this is the sum of Columns 2 through 9.

For Line 1213, this is the sum of Lines 1202 through 1212 or the sum of Columns 2 through 9 plus Line 1212.

#### **SALARIES (COLUMN 2)**

CODE	DESCRIPTION
100	Personal Services-Salaries
110	Salaries of Regular Employees
120	Salaries of Temporary Employees
130	Salaries for Overtime
140	Salaries for Sabbatical Leave - Amounts paid by the LEA to employees on sabbatical leave.
150	Additional Compensation such as Bonuses, or Incentives

#### **EMPLOYEE BENEFITS (COLUMN 3)**

**(DO NOT make an entry on Line 1201 if you are manually entering benefits to the related functions in Lines 1202 through 1211.)**

200	Personal Services-Employee Benefits
210	Group Insurance



220	Social Security Contributions
230	Retirement Contributions (Note: This does not include expenditures from funds provided to the LEA from the State Teachers' Retirement Board. The retirement contribution expenditures may be managed from a budgeted line item that is included in the board of education general appropriation, or from some other municipal account. If the funding source of the expenditure can not be specifically identified as from a local tax source, then the gross expenditure for the line item must be reduced by the revenue received, e.g., State Teacher Retirement revenue, to determine a net expenditure, or the amount of the expenditure supported by local tax source funds.)
250	Tuition Reimbursement
260	Unemployment Compensation
270	Workers' Compensation
280	Health Benefits (Note: This does not include the co-pay that an employee provides to the LEA for Health Benefits. In addition, this does not include the expenditures from funds provided to the LEA from the State Teachers' Retirement Board for Health Benefits. The expenditures may be managed from a budgeted line item that is included in the board of education general appropriation, or from some other municipal account. If the funding source of the expenditure can not be specifically identified as from a local tax source, then the gross expenditure for the line item must be reduced by the revenue received, e.g., employee co-payments or State Teacher Retirement revenue, to determine a net expenditure, or the amount of the expenditure supported by local tax source funds.)
290	Other Employee Benefits

#### **PURCHASED SERVICES (COLUMN 4)**

300	Purchased Professional and Technical Services
310	Official/Administrative Services
320	Professional-Educational Services
330	Professional Employee Training and Development Services
340	Other Professional Services
350	Technical Services

400	Purchased Property Services
410	Utility Services, e.g., Water/Sewage
420	Cleaning Services, e.g., Disposal Services, Snow Plowing Services, Custodial Services, or Lawn Care
430	Repairs and Maintenance Services
440	Rentals
441	Renting Land and Buildings
442	Rental of Equipment and Vehicles
450	Construction Services
490	Other Purchased Property Services
500	Other Purchased Services
510	Student Transportation Services
511	Student Transportation Purchased from Another LEA Within the State
512	Student Transportation Purchased from Another LEA Outside the State
519	Student Transportation Purchased from Other Sources
520	Insurance (Other Than Employee Benefits)
530	Communications
540	Advertising
550	Printing and Binding
570	Food Service Management
580	Travel
590	Intereducational, Interagency Purchased Services
591	Services Purchased from Another LEA Within the State
592	Services Purchased from Another LEA Outside the State

**TUITION PUBLIC IN-STATE (COLUMN 5)**

561	Tuition to Other LEAs Within the State
564	Tuition to Educational Service Agencies within the State
566	Tuition to Charter Schools

567 Tuition to School Districts for Voucher Payments

**TUITION OTHER (COLUMN 6)**

562 Tuition to Other LEAs Outside the State

563 Tuition to Private Sources

565 Tuition to Educational Service Agencies Outside the State

569 Tuition Other

**SUPPLIES (COLUMN 7)**

600 Supplies

610 General Supplies

620 Energy

621 Natural Gas

622 Electricity

623 Bottled Gas

624 Oil

625 Coal

626 Gasoline

629 Other

630 Food

640 Books and Periodicals

650 Supplies – Technology Related

**PROPERTY (COLUMN 8)**

700 Property

710 Land and Improvements

720 Buildings

730 Equipment

731 Machinery

732 Vehicles

733	Furniture and Fixtures
734	Technology – Related Hardware
735	Technology – Software
739	Other Equipment

**OTHER (COLUMN 9)**

900	Other Objects
810	Dues and Fees
820	Judgments Against the LEA
832	Interest
890	Miscellaneous Expenditures

Reporting of Expenditures by Line and Column for Lines 1214 and 1215

Line 1214: In Columns 2 through 9, report expenditures from the respective columns on Line 1213 (less special education expenditures from Schedule 4), which apply to your elementary, middle and junior high school grade range.

Line 1215

“starting

grade”: Report the beginning grade for which you are reporting expenditures in Line 1215.

Line 1215: In Columns 2 through 9, report expenditures from the respective columns on Line 1213 (less special education expenditures from Schedule 4), which apply to your high school grade range.

**REPORTING HIGH COST SPECIAL EDUCATION STUDENT RECORDS  
ED001 SEDAC-G (Special Education Data Application and Collection) STATE  
AGENCY PLACED/EXCESS COST SPECIAL EDUCATION PUPILS  
FINAL COSTS**

Please read all the information below before proceeding.

Contact Mark Stange at 860-713-6462 or ([mark.stange@ct.gov](mailto:mark.stange@ct.gov)) if you have any questions.

**1) INTRODUCTION AND GENERAL INSTRUCTIONS**

An ED001 SEDAC-G database will be available to users around the beginning of August.

The Finance and Internal Operations Office, Bureau of Grants Management has not changed the process of prefilling the database with the district's estimate of the cost for each student. These estimated costs are provided by the district to the Bureau of Grants Management through the Special Education Data Application and Collection (SEDAC) process. This data is as of March 1, 2017 per C.G.S. 10-76d. This data was used by the Department of Education to calculate the school district's Excess Cost and/or State Agency Placement Grants.

To maintain student confidentiality, the access to a student's name and birthday are limited under the Internet application. The superintendent manages who has access to a student's name and birthday via the reports on the website. Two reports can be produced through the website. The first report is called the ED001 SPECIAL EDUCATION DATA APPLICATION AND COLLECTION – GRANTS MASTER LIST REPORT (SEDAC-G MLR). The superintendent manages who has access to this report. This report lists all of the information for each student, including their name and birthday. The second report is called the ED001 SPECIAL EDUCATION DATA APPLICATION AND COLLECTION – GRANTS DATA ADJUSTMENT FORM (SEDAC-G ADJ). This report lists all the MLR student data with the exception of the student's name and birthday. Any person logged on to the website may run a copy of that report.

**The ED001 SEDAC-G Internet application is the method for reporting the final costs for the school district's excess cost and state agency placed special education students.**

**2) RUN WEBSITE REPORTS TO REVIEW SCHOOL DISTRICT DATA.**

Through the website, run the ED001 SPECIAL EDUCATION DATA APPLICATION AND COLLECTION – GRANTS MASTER LIST REPORT (SEDAC-G MLR) and the ED001 SPECIAL EDUCATION DATA APPLICATION AND COLLECTION – GRANTS DATA ADJUSTMENT FORM (SEDAC-G ADJ).

3) REVIEW YOUR DATA TO DETERMINE IF DATA CHANGES ARE REQUIRED AND MAKE THE CHANGES.

Determine if any of the expenditure estimates or any other data items which are preprinted on the reports have changed since the March 1, 2017 data submitted to the Bureau of Grants Management. Actual expenditures for instruction services are reported in the Tuition Cost field, actual expenditures for transportation services are reported in the Transportation Cost field and actual expenditures for room and board services are reported in the Room and Board field.

**NOTE: The final cost data changes for excess cost and state agency placed special education students may require related adjustments to your ED001 data.**

Through the data entry component of the ED001 SEDAC-G Internet application, access student records with the assistance of the ED001 SEDAC-G DATA MASTER LIST REPORT (MLR) and the ED001 SEDAC-G DATA ADJUSTMENT FORM to make the appropriate changes. Remember to run the ED001 SEDAC-G DATA ADJUSTMENT FORM report to assist in proofing your data entry changes. The running of this report will also ensure that the changes you make were accepted into the database.

4) SUPERINTENDENT ENTERS HIS/HER UNIQUE CODE NUMBER.

The data entry component of the ED001 SEDAC-G Internet application has a button to bring up the data certification component for the superintendent. The superintendent must enter in his/her unique (5) digit code into this component of the Internet application after the final cost for all students have been entered and proofed.

## PREPARER'S CHECKLIST

Have you compared this report to last year's ED001 to identify possible errors?

Have you excluded the salary and fringe benefits for each improperly certified teacher as determined by the Bureau of Educator Standards and Certification? Have you retained the required schedule (format illustrated in Appendix 6) detailing the exclusion?

Have you reported expenditures for principal and interest payments for school construction activities in Schedule 2, Part 2 rather than the expenditures paid to the contractor for those school construction activities?

Have you reported expenditures for major remodeling in Schedule 2, Part 2 and expenditures for minor remodeling in Schedule 9, and, if applicable, in Schedule 1?

If the school district or town received progress payment grants for school construction activities, have you included the expenditures from those payments along with local source expenditures?

On Schedule 4, have you completed EITHER Line 413 OR Line 414?

If you have completed Line 405, have you entered data in columns 5 and 6 of Schedule 12 and, if applicable, to the ED001 SEDAC-G Final Cost database?

Have the special education transportation expenditures reported in Schedule 5, line 514 also been included in Schedule 4, column 2?

If your district does not maintain a high school, have you completed Schedule 5, lines 512 and 513 and also Schedule 11, line 1102? (These lines are **not** to be completed by districts maintaining their own high schools.)

If you have completed Line 511, have you also entered data in Schedule 11, line 1104 and vice-versa?

Have all tuition and transportation revenues been reported and properly classified in Schedule 7?

Does Schedule 8, lines 814, 815 and 819 reflect the related X001 lines as they appear on the ED141 Public Expenditure Summary (ED001) report?

Does Schedule 9, line 928 reflect expenditures net of Universal Service Fund credits or refunds if included in the budget figure, Line 901?

For Schedule 12, column 3, have you completed EITHER Line 1201 OR Lines 1202 through 1211?



Have you reviewed all pupil information in the ED001 SEDAC-G Final Cost database? If the service provider provided services beyond instruction, for example, transportation or room and board, and the expenditures for those services were not specifically identified as transportation or room and board on the billing documentation, have you correctly reported just actual expenditures for instruction services in the Tuition Cost field, actual expenditures for transportation services in the Transportation Cost field and actual expenditures for room and board services in the Room and Board field?

Have you made any changes in the ED001 SEDAC-G Final Cost database? If any changes were necessary, has the superintendent entered his/her unique code number into the Internet application?

Have you checked to determine if your school district participated in the Universal Service Fund Program? Did you complete the Universal Service Fund Data Item on the website and maintain the supporting documentation?

Have you maintained a complete and final copy of your ED001 submission with all worksheets and full documentation (including in-kind services\*\*\*) for your audit records?

\*\*\*Defined term: Appendix 1

## APPENDIX 1

### GLOSSARY OF TERMS 2016-17 ED001 END OF YEAR SCHOOL REPORT

The definitions included here are for purposes of completing the ED001. They are not intended to supersede any statutory or regulatory definitions of similar or like terms. Defined terms are highlighted in the text of the manual by three asterisks \*\*\*. Questions about interpretation of these definitions or any perceived conflicts with definitions contained elsewhere should be referred to the Finance and Internal Operations Office, Bureau of Grants Management for resolution at 860-713-6460.

Certified Personnel means the gross salary for all certified personnel occupying positions requiring certification by the State Department of Education. PERSONNEL WITHOUT CERTIFICATION OCCUPYING CERTIFIED POSITIONS ARE EXCLUDED FROM REPORTING ON THE ED001. A schedule detailing these uncertified salaries by funding source MUST be attached to the completed ED001 report upon completion. The uncertified personnel will be identified by the Teacher Certification Unit of the State Department of Education. Questions regarding the status of an individual reported on the uncertified list must be referred to the Bureau of Educator Standards and Certification at 860-713-6770.

Debt Service means expenditures of the board of education or the town on behalf of the board of education to retire debt. Payments to retire loans or notes in the same fiscal year in which the borrowing occurred are treated as current expenditures. This definition applies to all debt, regardless of the nature of the purchase for which the borrowing occurred.

Direct State and Federal Grants mean grants for which payment flows directly to the school district (or town) from any agency of the federal government or any state agency other than the Department of Education.

Equipment means an item excluding vehicles used for pupil transportation which has an expected useful life of greater than one year and an initial purchase price of over \$1,000.00; retains its original shape and appearance with use; is non-expendable; and, does not lose its identity through transformation or incorporation into a different or more complex item. Further clarification may be found in the FINANCIAL ACCOUNTING FOR LOCAL AND STATE SCHOOL SYSTEMS 2009 publication (see Appendix E). Note: This publication can be found at <http://nces.ed.gov/pubs2009/2009325.pdf>

Expenditures mean all charges incurred (modified accrual basis) for the period July 1 - June 30 including the value of in-kind services.

Food Service Expenditures mean all expenditures, including the value of in-kind services, which support the school cafeteria program.

Free Summer School means expenses for instruction during summer school programs that are provided at no cost to resident pupils. Any summer school programs for which there is a charge are not reported on the ED001.

In-Kind Services mean those expenditures for services provided by other municipal agencies which DIRECTLY SUPPORT the public elementary and secondary educational programs of the school district. (See instructions for Schedule 1 for detailed examples of allowable in-kind services.)

Major vs. Minor Remodeling: See State Department of Education policy memorandum in Appendix 3. Note that no credit toward current expenditures may be claimed under this policy unless they are funded from the current operating budget of the board of education or the town.

Nonmembership Expenditures mean expenditures for public school pupils who are not included in the average daily membership of the school district (Example: Full-time vocational technical school students).

Nonreimbursable Public School Pupil Transportation Expenditures include: 1) PUBLIC SCHOOL PUPIL TRANSPORTATION EXPENDITURES--other than SPECIAL EDUCATION PUPIL TRANSPORTATION EXPENDITURES--which do not provide the service of transporting pupils to and from school; or 2) PUBLIC SCHOOL PUPIL TRANSPORTATION EXPENDITURES which are funded from any source other than local tax funds. An item #1 type expenditure is considered nonreimbursable because it is not incurred in the transportation of a pupil to and from school. An example of an item #1 type expenditure would be a field trip. A field trip is a pupil transportation service which does not provide for transporting a pupil to and from school. An item #2 type expenditure is considered nonreimbursable because of the source of funds which support the service. An example of an item #2 type expenditure would be a grant (e.g., IDEA Part B) which was the source fund used to support a pupil transportation service.

Nonpublic Expenditures mean all expenditures for nonpublic health services, transportation of nonpublic school children and any other expenditures from any source for the education of nonpublic school children. Except as provided in Schedule 6, no nonpublic expenditures are to be reported anywhere in this form.

Public Expenditures mean all expenditures made by the local board of education and the value of in-kind services provided by other municipal agencies for the education of the PK-12 public school children of the school district.

Pupil School Transportation Expenditures include expenditures incurred to provide pupil transportation services. Examples of the types of expenditures incurred are the cost of vehicles (purchased, leased or leased-purchased), transportation supplies, contract transportation, and personal services and fringe benefits of bus drivers, school crossing guards, etc.

Public School Pupil Transportation Expenditures include PUPIL SCHOOL TRANSPORTATION EXPENDITURES incurred which relate to public school students and students in the state vocational school system.

Regional Vocational Agriculture Center means a center approved by the State Board of Education for operation under 10-65 C.G.S.

Reimbursable Public School Pupil Transportation Expenditures include locally funded PUBLIC SCHOOL PUPIL TRANSPORTATION EXPENDITURES incurred to: 1) provide the service of transporting pupils to and from school, i.e., from home-school-home; and 2) SPECIAL EDUCATION PUPIL TRANSPORTATION EXPENDITURES. Item #1 type expenditures are reimbursed through C.G.S. 10-266 or 10-266m and related statutes. Item #2 type expenditures were previously reimbursed through C.G.S. 10-76g. For pupil transportation vehicles, the expenditures reported must be the NET COSTS ONLY. Net costs are defined as the total purchase price less any trade-in allowance or the actual cash expenditure for the purchase or the annual lease of such vehicle, WHICHEVER IS THE LESSER.

Special Education Pupil Transportation Expenditures include PUPIL SCHOOL TRANSPORTATION EXPENDITURES which are paid by a town or regional board of education for transporting any child to and from any clinic, physician's office, agency or institution to which the board requests the child to go for the purposes of determining the need for special education, and amounts paid for transporting such child to and from any school, agency or institution for the purposes of special education unless such transportation is simultaneously provided on a district established bus route operated for children in the district's standard educational program. For example, expenditures for transporting one special education pupil or expenditures for commingling other special education pupils are considered SPECIAL EDUCATION PUPIL TRANSPORTATION EXPENDITURES. However, if special education transportation services are commingled with nonspecial education transportation services, then those special education transportation services are not considered SPECIAL EDUCATION PUPIL TRANSPORTATION EXPENDITURES.

Tuition Expenditures mean tuition payments to Connecticut school districts and Regional Educational Service Centers - Report tuition payments made to other school districts and Regional Educational Service Centers. Amounts paid by regional school district member towns for transportation or debt service expenditures of the region are not reported as tuition. This line should include payments made for state agency placed pupils for whom you had responsibility when such payments were made to other school districts and Regional Educational Service Centers.

Tuition Revenue means revenue or services received from pupils, parents, welfare agencies and other school districts, both within and outside the state, for the education of pupils not residents of the school district.

Vehicles for Pupil Transportation - Net Cost means the total purchase price less any trade-in allowance or the actual cash expenditure for the purchase or annual lease of such vehicle, WHICHEVER IS THE LESSER.

Vehicles for Pupil Transportation means conveyances used to provide pupil transportation excluding vehicles used to provide transportation under Section 10-76g of the Connecticut General Statutes as amended.

## APPENDIX 2

TABLE OF NONPUBLIC SCHOOL DATA TO ASSIST IN ENTERING DATA  
ON 2016-17 SCHEDULE 6  
(THIS DATA IS SORTED BY TOWN)

<b>TOWN</b>	<b>SCHOOL NAME</b>	<b>SCHOOL CODE (COL. 1)</b>	<b>SCHOOL LOCATION CODE (COL. 2)</b>
Ansonia	Assumption	2101	002
Berlin	Mooreland Hill	2151	007
	St. Paul	2152	007
Bethel	St. Mary	2101	009
Branford	St. Mary	2101	014
Bridgeport	St. Ambrose School	2106	015
	St. Ann	2107	015
	St. Augustine School	2112	015
	St. Peter	2115	015
	St. Raphael	2117	015
	Bridgeport Hope School	2119	015
	Fairfield County SDA School	2121	015
	St. Andrew	2151	015
	Kolbe-Cathedral High	2161	015
Bristol	Immanuel Lutheran	2101	017
	St. Anthony	2103	017
	St. Joseph	2104	017
	St. Matthew	2105	017
	St. Paul Catholic High School	2161	017
Brookfield	St. Joseph	2101	018
	Christian Life Academy	2103	018
Cheshire	St. Bridget	2101	025
	Cheshire Academy	2161	025

<b>TOWN</b>	<b>SCHOOL NAME</b>	<b>SCHOOL CODE (COL. 1)</b>	<b>SCHOOL LOCATION CODE (COL. 2)</b>
Danbury	Immanuel Lutheran	2101	034
	Sacred Heart	2102	034
	St. Gregory the Great	2103	034
	St. Joseph	2104	034
	St. Peter	2105	034
	Maimonides Academy	2106	034
	Hudson Country Montessori	2110	034
	Immaculate High	2161	034
	Wooster	2162	034
Derby	St. Mary/St. Michael	2101	037
East Hartford	St. Christopher	2151	043
East Haven	St. Vincent de Paul	2151	044
Enfield	St. Bernard	2102	049
	St. Martha	2104	049
	Enfield Montessori	2105	049
Fairfield	Our Lady of Assumption	2102	051
	Fairfield Country Day	2103	051
	St. Thomas Aquinas	2108	051
	Unquowa	2109	051
	Fairfield Preparatory	2161	051
	Notre Dame	2162	051
	Eagle Hill School	2151	051
Greenwich	Greenwich Country Day	2101	057
	The Whitby School	2104	057
	Stanwich School	2106	057
	Brunswick	2161	057
	Convent Sacred Heart	2162	057
	Greenwich Academy	2164	057

<b>TOWN</b>	<b>SCHOOL NAME</b>	<b>SCHOOL CODE (COL. 1)</b>	<b>SCHOOL LOCATION CODE (COL. 2)</b>
Groton	Sacred Heart	2102	059
Hamden	St. Rita	2101	062
	St. Stephen	2102	062
	Sacred Heart Academy	2162	062
Hartford	St. Augustine	2102	064
	SS. Cyril and Methodius	2103	064
	SDA Faith	2106	064
Killingly	St. James	2101	069
Litchfield	Litchfield Montessori School	2102	074
Madison	Country School	2101	076
	Our Lady of Mercy Day	2102	076
Manchester	St. James	2101	077
	Cornerstone Christian	2105	077
	Assumption	2151	077
	St. Bridget	2152	077
	East Catholic High	2161	077
Meriden	Our Lady of Mt. Carmel	2101	080
	St. Joseph	2102	080
	St. Stanislaus	2106	080
	Midstate Christian Academy	2111	080
Middletown	St. John	2102	083
	St. Mary of Czestochowa	2103	083
	Fellowship Christian	2105	083
	Mercy High	2161	083
	Xavier High	2162	083
Milford	St. Gabriel	2103	084
	St. Mary	2104	084
	Academy of Our Lady of Mercy	2161	084

<b>TOWN</b>	<b>SCHOOL NAME</b>	<b>SCHOOL CODE (COL. 1)</b>	<b>SCHOOL LOCATION CODE (COL. 2)</b>
Monroe	St. Jude	2102	085
Montville	St. Bernard High	2162	086
Naugatuck	St. Francis - St. Hedwig	2103	088
New Britain	Pope John Paul II	2101	089
	St. Matthew's Lutheran	2103	089
	Sacred Heart	2104	089
New Canaan	St. Aloysius	2102	090
New Haven	Foote	2101	093
	St. Aedan – St. Brandon	2104	093
	St. Bernadette	2105	093
	St. Francis	2107	093
	St. Thomas Day	2114	093
	Cold Spring School	2116	093
	Hopkins School	2161	093
Newington	Emmanuel Academy	2102	094
	St. Mary	2151	094
New London	St. Joseph	2102	095
	The Williams School	2161	095
New Milford	Faith Academy	2109	096
Newtown	Fraser Woods School	2101	097
	Housatonic Valley	2102	097
	St. Rose	2151	097
Norwalk	All Saints	2161	103



<b>TOWN</b>	<b>SCHOOL NAME</b>	<b>SCHOOL CODE (COL. 1)</b>	<b>SCHOOL LOCATION CODE (COL. 2)</b>
Norwich	St. Patrick Cathedral	2102	104
	Sacred Heart	2103	104
	Wildwood Christian School	2106	104
Old Saybrook	Saint John	2101	106
Orange	New Haven Hebrew Day	2162	107
Putnam	Tri – State Christian Academy	2102	116
Ridgefield	St. Mary Regional	2101	118
	Ridgefield Academy	2102	118
Shelton	St. Joseph	2101	126
	St. Lawrence	2102	126
Simsbury	St. Mary	2101	128
	Cobb School Montessori	2102	128
	The Ethel Walker School	2161	128
	Westminster	2163	128
	Master's School	2164	128
Southington	St. Dominic	2103	131
	Central Christian	2104	131
	St. Thomas Jr. High	2151	131
Sprague	St. Joseph	2101	133
	Academy of the Holy Family	2161	133
Stafford	St. Edward	2101	134
Stamford	Holy Spirit	2103	135
	Long Ridge	2104	135
	Our Lady Star of the Sea	2106	135
	St. Cecilia	2110	135
	Bi-Cultural Day	2114	135
	Mead School	2118	135
	Grace Christian Academy	2119	135
	Trinity Catholic Middle	2151	135
	King/Low-Heywood Thomas	2161	135

<b>TOWN</b>	<b>SCHOOL NAME</b>	<b>SCHOOL CODE (COL. 1)</b>	<b>SCHOOL LOCATION CODE (COL. 2)</b>
Stamford (cont'd)	Trinity Catholic High	2165	135
Stonington	Pine Point	2101	137
	St. Michael	2102	137
Stratford	St. James Regional School	2103	138
	Saint Mark School	2105	138
Thompson	St. Joseph	2101	141
Torrington	St. Francis of Assisi	2102	143
	Torrington Christian Academy	2105	143
Trumbull	St. Catherine of Sienna	2102	144
	St. Teresa	2103	144
	Christian Heritage	2104	144
Vernon	St. Bernard	2101	146
Wallingford	Holy Trinity	2101	148
Washington	Washington Montessori	2101	150
	Rumsey Hall	2102	150
	The Gunnery	2161	150
Waterbury	Blessed Sacrament	2101	151
	Our Lady of Mt. Carmel	2102	151
	St. Mary	2108	151
	SS. Peter & Paul	2110	151
	Children's Community School	2111	151
	Holy Cross High	2161	151
	Chase Collegiate	2163	151
	Sacred Heart High	2164	151
Watertown	St. John the Evangelist	2101	153
	St. Mary Magdalen	2151	153

<b>TOWN</b>	<b>SCHOOL NAME</b>	<b>SCHOOL CODE (COL. 1)</b>	<b>SCHOOL LOCATION CODE (COL. 2)</b>
West Hartford	Renbrook	2102	155
	St. Brigid	2103	155
	St. Thomas the Apostle	2104	155
	St. Timothy	2105	155
	Solomon Schechter	2106	155
	Montessori School of Greater Hartford	2108	155
	Kingswood-Oxford	2163	155
	Northwest Catholic High	2165	155
	Hartford Christian Academy	2166	155
	Hebrew H.S. of New England	2167	155
	Intensive Education	6102	155
West Haven	Our Lady of Victory JH	2151	156
	St. Lawrence	2152	156
	Notre Dame High	2161	156
Westport	Green Farms Academy	2161	158
Wethersfield	Corpus Christi	2101	159
Wilton	Our Lady of Fatima	2101	161
Winchester	St. Anthony	2101	162
Windham	St. Mary-St. Joseph	2101	163
Windsor	St. Gabriel	2101	164
	Praise, Power, Prayer	2102	164
	Trinity United Methodist	2103	164
	Christian School		
Woodbridge	Ezra Academy	2101	167

## APPENDIX 3

### POLICY FOR SCHOOL EXPENDITURES IN REMODELING, EXTENSION OF SERVICE SYSTEMS AND IMPROVEMENTS TO SITES

Capital expenditures for land, buildings, and equipment otherwise supported by a state grant pursuant to Chapter 173 of the General Statutes and debt service are excluded from the calculation of Net Current Expenditures (NCE). These expenditures were defined in regulations of the State Board of Education under Section 10-261(c) -1 through 10-261(c) - 4 prior to their repeal.

This policy is adopted to further clarify specific expenditures found in the above referenced regulation.

“Remodeling” means a major permanent structural improvement. Major means 20% or more of the gross square footage of a building; or, in the case of exterior walls, 20% or more of the exterior surface of the building. Remodeling does not include expenditures for keeping the building in its original condition of completeness or efficiency, either through repairs or by replacement of property. It does not include the restoration of a given building to the original condition of completeness or efficiency from a worn, damaged, or deteriorated condition. Nor does it include expenditures for the repair or replacement of roofs.

Examples:

- a) Moving a permanent partition within a room is not a major permanent structural improvement if the affected area involves less than 20% of the gross square footage of the building.
- b) Removing three windows and resurfacing with brick is not a major permanent structural improvement if the affected area involves less than 20% of the total exterior wall surface.
- c) Replacing a gym floor is not a major permanent structural improvement if the original floor was in a worn, damaged, or deteriorated condition. However, if it was not in a worn, damaged, or deteriorated condition and involves more than 20% of the gross square footage of the building, it is a major permanent structural improvement.

“Extension of service systems” means the enlargement or expansion of an existing service system. It does not include replacement of a service system with a more efficient, more powerful, or better quality system. Service systems include heating, cooling, water, disposal, mechanical, electrical, communications, and safety and security.

Examples:

- a) Replacing a heating system with a heating/cooling system is an extension of the service system.
- b) Replacing the entire plumbing system of a building with higher quality tubing is not an extension of the service system.

- c) Replacing the electrical system in four rooms and extending the wiring into a new fifth room is an extension of the service system with respect to the fifth room only. The cost of replacing the wiring in the original four rooms is not an extension of the service system.

“Improvements to sites” are permanent and structural alterations to the surface of the land, or any additional item permanently affixed to the land.

Examples:

- a) Initial grading, landscaping, seeding, and planting of shrubs and trees, constructing new sidewalks, roadways, overpasses, retaining walls, sewers and storm drains are improvement to sites.
- b) Installing water mains, field hydrants and sprinkling systems, and outdoor drinking fountains are improvements to sites.
- c) Original surfacing and soil treatment of athletic fields and tennis courts are improvements to sites.
- d) Furnishing and installing, for the first time, playground or playing-field apparatus built into the grounds, flagpoles, gateways, fences and underground storage tanks that are not part of building service systems are improvements to sites.
- e) Off site improvements necessitated by improvements made on the site, such as installing sewer lines and building roads, are improvements to sites.

CONNECTICUT STATE DEPARTMENT OF EDUCATION  
POLICY ON REPORTING LEASE-PURCHASES ON  
THE END OF YEAR SCHOOL REPORT (ED001)  
APRIL 1987

Purpose: To provide a guideline for consistent treatment of lease-purchase expenditures for ED001 reporting purposes.

Statement of Issue: Numerous school districts continue to use the lease-purchase method of acquiring capital equipment items. This allows them to budget for these costs over a period of years and avoid long-term borrowing. Questions have been raised by auditors as to whether all or part of the annual costs of a lease-purchase should be allowed as current expenditures, and whether adjustments should be made for hidden interest costs. An item acquired through a five-year lease-purchase will cost more than if purchased outright. Some auditors maintain that these extra costs are actually interest and should be treated as such. Our position has been that the added costs can be treated as maintenance service which is also allowable.

Policy: The entire annual costs of a lease should be allowed for ED001 reporting purposes. This is consistent with current and past practice within the department. It gives school districts an additional option for acquiring and maintaining up-to-date educational equipment and support systems.

The exception to this policy is the lease-purchase of land or buildings. While rental costs are an allowable expenditure, the lease-purchase of land or buildings, including portables, should be treated as an outright acquisition, which would be prohibited under 10-261a C.G.S. and supporting regulations for inclusion on the ED001 as a current expenditure.

## POLICY STATEMENT

### SUBJECT

End of Year School Report ED001 – Adjustment of Expenditures

### ISSUE

Auditors may discover that expenditures have been included in the ED001 Schedule 1A (local effort) which either do not belong in the report at all, or belong in Schedule 2A (expenditures from nonlocal sources).

In most cases, they will be able to identify the proper object lines and columns for adjustment purposes. In some isolated cases, particularly if miscellaneous town revenue from endowments, rentals, etc., is pooled with tax revenues in the appropriated budget, the district will not be able to identify specific objects of expenditures. In such cases, the auditors will know the amount to exclude, however, they may not be able to identify the lines of the schedule which should be adjusted.

### PROPOSAL

1. If the total amount to be excluded represents less than or equal to 1% of the schedule total (or \$10,000, whichever is less), exclude it from the line with the highest dollar value (Column 1 or Column 2, whichever is greater). If the expenditures excluded should have been properly reported on Schedule 2A, make the corresponding entry in the appropriate line of Schedule 2A to offset the exclusion from 1A.
2. If the total amount to be excluded represents more than 1% of the schedule total (or exceeds \$10,000), prorate the exclusion among the 3 lines on Schedule 1A with the greatest dollar values, using Columns 1 and 2. Corresponding adjustments to Schedule 2A should be proposed as necessary.
3. If it can be determined that the exclusions impact reimbursable special education but the objects cannot be identified, follow the same procedure, using Column 4 amounts only. If less than or equal to 1% of the Column 4 total, adjust the single highest amount. If greater than 1%, adjust the 3 highest Column 4 objects.

### IMPACT

Use of this procedure will provide for an accurate expenditure figure from local efforts for grant purposes. If the expenditures excluded from 1A are to be reported in 2A, the value of a particular object will not be affected. (Example: Certified personnel, object code 111, is the sum of Schedule 1A, line 1 and Schedule 2A, line 47.)

If the excluded amount does not belong on the report at all and no specific object code(s) can be identified, using this procedure may delete the validity of the adjusted line(s) for statistical (not grant) purposes. This impact should be marginal in all cases.

**Note: Although this policy references a previous year's ED001 format, the policy remains in effect for this year's ED001.**

CONNECTICUT STATE DEPARTMENT OF EDUCATION  
POLICY ON PAYMENTS TO RESERVE FUNDS  
JUNE 2004

Purpose: To establish a guideline for consistent treatment of payments to reserve funds and reporting such payments as expenditures on the End of Year School Report (ED001).

Statement of Issue: Increasing numbers of municipalities are creating reserve funds for insurance contingencies, capital construction and other purposes. Local boards of education cannot establish such funds, although municipalities may do so at the town level. Regional School Districts can establish reserve funds, however, under Section 10-51(d) of the Connecticut General Statutes those reserve funds are limited to financing a specific capital improvement or the acquisition of a specific piece of equipment. Audits of several districts have revealed inconsistent treatment in reporting payments to such funds.

In some cases, such as a self-insurance reserve fund, current payments to the fund appear to be valid expenditures, since the board of education or municipality would otherwise be paying premiums directly to an insurance carrier. The condition of being insured is what is being purchased. The expenditures are valid in either case. However, when a claim is made, proceeds from the reserve fund should be treated as insurance proceeds would be. Payments to a pension reserve fund is a similar example.

In other cases, however, the purpose of the fund may be unspecified. It may also be for land acquisition or capital building improvements which are excluded by statute from Net Current Expenditures (NCE). In such cases, no credit for payments into such funds would appear to be appropriate until the reserve fund is used and the determination can be made that the expenditure is allowable for ED001 reporting purposes.

The question to be resolved is: Under what conditions and to what extent can payments to reserve funds be claimed by school districts as current expenditures? This applies equally to direct board of education contributions and payments made by a municipality as an in-kind service.

Policy: Payments to reserve funds shall be excluded from current expenditures reported by school districts on their End of Year School Reports unless the district can demonstrate to the Department of Education that the purpose of the reserve fund is self-insurance, employee pensions or a similar purpose, and that the amount of the payment is reasonable. [Note: Regional School Districts must adhere to the provision of Section 10-51(d) C.G.S. which restricts the amount of their contribution to no more than 1% of their annual budget, and that the reserve fund is for a specific capital improvement or the acquisition of a specific piece of equipment.] In all other cases, expenditure credit on the ED001 shall be allowed only when expenditures are incurred from the reserve fund itself. At such times, expenditures will be reported on the appropriate ED001 schedule.



## APPENDIX 4

### Approved Private Special Education Residential Facilities With Education Rates Set by the State Department of Education

Rates from July 1, 2016 to June 30, 2017  
As of August 11, 2016

2016-17 Facility Code	Rate for one enrolled day of education	2016-17 Special Education Facility/Town Name
0100161	\$263.74	Arch Bridge School – Wellspring – Bethlehem
0190161	\$296.56	The Learning Clinic, Inc. – Brooklyn
0330161	\$432.70	Adelbrook, Inc. – Children’s Home of Cromwell – Cromwell
0380261	\$330.42	Rushford Academy – Durham
0620361	\$422.33	Whitney Hall School – Children’s Center – Hamden
0740461	\$450.21	Touchstone – Litchfield
0780361	\$358.60	Natchaug Hospital Journey School – Mansfield
0840161	\$523.59	Charles F. Hayden School at Boys & Girls Village -- Milford
1410161	\$356.77	Susan Wayne Center of Excellence --Thompson
1520161	\$341.52	Waterford Country School, Inc. – Waterford
1550861	\$820.68	PACES – American School for Deaf – West Hartford

## APPENDIX 5

### 2016-17 CSDE APPROVED MAGNET SCHOOLS

#### FULL-TIME MAGNET SCHOOLS

		School Code
Bloomfield	Wintonbury Early Childhood	011-08
	Global Experience Magnet School	011-63
Bridgeport	Biotechnology, Research and Zoological Studies HS	015-06
	Aero/Hydrospace, Eng and Physical Sciences HS	015-08
	Information Tech & Software Eng HS	015-15
	Interdistrict Discovery Magnet School	015-37
Danbury	Western CT Academy of International Studies	034-19
East Hartford	Connecticut International Baccalaureate Academy	043-63
Hartford	Montessori Magnet at Moylan School	064-05
	Mary Hooker Environmental Studies Magnet School	064-09
	Kinsella Magnet School of Performing Arts	064-11
	Hartford PreKindergarten Magnet School	064-13
	Noah Webster Micro Society	064-20
	STEM Magnet at Fisher School	064-25
	Betances Early Reading Lab Magnet School	064-28
	Breakthrough Magnet School	064-33
	Breakthrough II Magnet School	064-35
	Montessori Magnet at Fischer School	064-37
	Betances STEM Magnet School	064-38
	Capitol Community College Magnet Academy	064-39
	Hartford Magnet Middle School	064-54
	Greater Hartford Classical Magnet	064-64
	Sport and Medical Sciences Academy	064-65
	Pathways Academy of Technology and Design (Located in East Hartford)	064-66
	University High School for Science and Engineering	064-67
	Capital Preparatory Magnet School	064-69
	Journalism & Media Academy Magnet School	064-77
	Great Path Academy at MCC (Located in Manchester)	064-79
New Haven	Barnard Environmental	093-02
	Beecher School	093-03
	Davis 21st Century Magnet Elementary School	093-09
	Ross/Woodward School	093-10
	John C. Daniels (Located in Hamden)	093-13
	Engineering and Science University Magnet (Located in Hamden)	093-17
	Benjamin Jepson Magnet School	093-18
	Mauro-Sheridan Magnet School	093-19

### **FULL-TIME MAGNET SCHOOLS**

New Haven	King/Jackie Robinson	093-30
	West Rock Authors Academy	093-49
	Betsy Ross Arts Middle Magnet	093-55
	Metropolitan Business High School	093-60
	Hill Regional Career High School	093-63
	Cooperative Arts & Humanities High School	093-64
	High School in the Community	093-66
	Cortlandt V.R. Creed Health and Sport Sciences HS	093-68
	New Haven Academy	093-70
New London	Winthrop Magnet Elementary School STEM	095-08
	Nathan Hale Magnet Elementary School	095-09
	Science and Technology Magnet School of SE CT	095-13
	New London Visual and Performing Arts Magnet	095-14
Norwalk	Center for Global Studies at McMahon	103-05
Stamford	New School at 200 Strawberry Hill Avenue	135-07
	Rogers International School	135-08
	Academy of Information Technology	135-64
Waterbury	Maloney Interdistrict Magnet	151-31
	Rotella Interdistrict Magnet	151-33
	Waterbury Arts Magnet School (Middle)	151-50
	Waterbury Arts Magnet School (High)	151-60
Windham	Charles H. Barrows STEM Academy	163-04
CREC	East Hartford/Glastonbury Elem Magnet	241-01
	University of Hartford Multiple Intelligences Magnet School	241-02
	Reggio Magnet School of the Arts	241-03
	International Magnet School for Global Citizenship	241-04
	Museum Academy	241-05
	Ana Grace Academy of the Arts Elementary School	241-06
	Academy of Aerospace & Engineering Elementary	241-07
	Montessori Magnet School	241-31
	Two Rivers Magnet Middle School	241-50
	Academy of Aerospace and Engineering	241-51
	Public Safety Academy	241-52
	Greater Hartford Academy of the Arts Middle	241-53
	Metropolitan Learning Center	241-61
	Greater Hartford Academy of the Arts	241-64
	Academy of Science and Innovation	241-65

### **FULL-TIME MAGNET SCHOOLS**

CREC	Two Rivers Magnet High School	241-67
	Discovery Academy	241-81
CES	Six to Six Interdistrict Magnet	243-01
ACES	Wintergreen Interdistrict Magnet School	244-03
	Thomas Edison Magnet Middle School	244-51
LEARN	Regional Multicultural Magnet School	245-01
	Friendship School	245-02
	Riverside Magnet School at Goodwin College	245-03
	Dual Language Arts Academy	245-50
	Connecticut River Academy	245-60
	Marine Science Magnet High School of SE CT	245-61
	Three Rivers Middle College Magnet School	245-62
EASTCONN	Arts at the Capitol Theatre	253-60
	Quinebaug Middle College	253-61

### **PART-TIME MAGNET SCHOOLS**

CREC	Greater Hartford Academy of Math and Science	241-98*
	Greater Hartford Academy of the Arts	241-99*
CES	Regional Center for the Arts (Located in Trumbull)	243-99*
ACES	ACES Educational Center for the Arts	244-99*

\* The district and school codes for these programs were *created by the Finance and Internal Operations Office, Bureau of Grants Management for purposes of the PSIS data collection only*; they are not to be used for other data collections which may be done by the State Department of Education.

## APPENDIX 6

Sample format for teacher(s) expenditure data excluded from ED001.

Teacher Name

Salary

Fringe Benefits

Funding Source

## APPENDIX 7

Examples illustrating the reporting of Minor School Construction In-kind Services on Schedule 1, line 109.

Included in this appendix are eight (8) situations/examples regarding a minor school construction project. These examples are included to illustrate how to report the expenditures for that project in Schedule 1, line 109. The examples also provide direction on how to report those project expenditures in Schedule 2, Part 1 and Part 2 of the ED001. The examples are presented from those that are relatively simple situations to the more complex. Towns and school districts, together, have a broad range of options on how to best manage sometimes very complex school construction projects. The examples in this appendix have been kept simple for illustrative purposes and are not an attempt to include all the possible variations available to the town and/or school district.

Below is a summary of the examples in the appendix. Examples 1-1 through 1-4 are examples where the town is not receiving a school construction state grant to support a project. Examples 2-1 through 2-4 include those where a school construction state grant is supporting a project. Within these two groups are examples of projects where the town did not have to finance a project (town used general fund source funds) and those that required the need to borrow funds to support a project (town used the proceeds from a bond issue). Also, within these two groups are examples of projects where all the town's expenditures for the contractor are incurred within just one fiscal year or where all the town's expenditures for the contractor are incurred over two fiscal years.

Examples 1-1 through 1-4: The town **is not receiving a school construction state grant** to support the project.

Example 1-1: Project not financed, contractor is paid in full within 1 fiscal year.

Example 1-2: Project not financed, contractor is paid in full over 2 fiscal years.

Example 1-3: Project required financing, contractor is paid in full within 1 fiscal year.

Example 1-4: Project required financing, contractor is paid in full over 2 fiscal years.

Examples 2-1 through 2-4: The town **is receiving a school construction state grant** to support a project.

Example 2-1: Project not financed, contractor paid in full within 1 fiscal year.

Example 2-2: Project not financed, contractor paid in full over 2 fiscal years.

Example 2-3: Project required financing, contractor paid in full within 1 fiscal year.

Example 2-4: Project required financing, contractor paid in full over 2 fiscal years.

### Example 1-1

- The town is not receiving a school construction state grant;
- The town does not need to finance the project (use of only general fund source funds); and
- The project is completed in one fiscal year.

### Facts:

- East Salem is replacing the roof of the Webster school.
- A contractor is hired and the cost is \$300,000.
- The project is scheduled to be completed in one year.
- The town determines that based on the needs of the town and its financial situation it can cover the cost of the project without financing the project. (It uses general fund source funds.)
- The town chooses to not apply to the State Department of Administrative Services for a school construction grant.
- The town chooses to manage the \$300,000 project cost through its capital projects fund.
- The project is completed and the expenditures are incurred (the contractor is paid in August 2016).

### Reporting on ED001:

#### Reporting on Schedule 1

- For the 2016-17 ED001, on Schedule 1, line 109, column 1, report \$300,000.

#### Reporting on Schedule 2, Part 1

- For the 2016-17 ED001, \$300,000 would be reported in Schedule 2, Part 1.

#### Reporting on Schedule 2, Part 2

- For the 2016-17 ED001, \$0 reported in Schedule 2, Part 2.

## Example 1-2

- The town is not receiving a school construction state grant;
- The town does not need to finance the project (use of only general fund source funds); and
- The project cannot be completed in one year; it takes **two fiscal years** before it is completed.

(Note: Same situation as Example 1-1 except the project takes two years to complete.)

### Facts:

- East Salem is replacing the roof of the Webster school.
- A contractor is hired and the cost is \$300,000.
- The project is scheduled to be completed in phases over two years during the summer months. It will start in 2016-17.
- The town determines that based on needs of the town and its financial situation it can cover the cost of the project without financing the project. (It uses general fund source funds.)
- The town chooses to not apply to the State Department of Administrative Services for a school construction grant.
- The town chooses to manage the \$300,000 project cost through its capital projects fund.
- Sixty percent of the roof is replaced in the summer of 2016 (Fiscal Year 2016-17). \$180,000 (or 60% of \$300,000) of expenditures is incurred (the contractor is paid \$180,000 in August 2016).
- The remaining portion of the building's roof (40%) is replaced in the summer of 2017 (Fiscal Year 2017-18). \$120,000 (or 40% of \$300,000) of expenditures is incurred (the contractor is paid \$120,000 in August 2017).

### Reporting on ED001:

#### Reporting on Schedule 1

- For the 2016-17 ED001, on Schedule 1, line 109, column 1, report \$180,000.
- For the 2017-18 ED001, on Schedule 1, line 109, column 1, report \$120,000.

#### Reporting on Schedule 2 Part 1

- For the 2016-17 ED001, \$180,000 would be reported in Schedule 2, Part 1.
- For the 2017-18 ED001, \$120,000 would be reported in Schedule 2, Part 1.

#### Reporting on Schedule 2, Part 2

- For the 2016-17 ED001, \$0 reported in Schedule 2, Part 2.
- For the 2017-18 ED001, \$0 reported in Schedule 2, Part 2.



### Example 1-3

- The town is not receiving a school construction state grant;
- The town **does need to finance the project** (no use of general fund source funds); and
- The project is completed in one fiscal year.

(Note: Same situation as Example 1-1 except the project requires financing.)

#### Facts:

- East Salem is replacing the roof of the Webster school.
- A contractor is hired and the cost is \$300,000.
- The project is scheduled to be completed in one year.
- The town determines that based on the needs of the town and its financial situation it needs to cover the cost of the project with some form of borrowing (e.g., a bond issue).
- The town chooses to not apply to the State Department of Administrative Services for a school construction grant.
- The town chooses to manage the \$300,000 project cost through its capital projects fund.
- The town sells the bond and includes the \$300,000 proceeds in the capital projects fund.
- The bond requires ten annual principal payments of \$30,000 each. The first payment is due in the 2016-17 fiscal year. Interest payments amount to \$1,000 annually for ten years. The first payment is due in the 2016-17 fiscal year. Collectively, over ten years the principal payments will equal \$300,000 and the interest payments will equal \$10,000.
- The project is completed and the expenditures are incurred (the contractor is paid \$300,000 in August 2016).

#### Reporting on ED001:

##### Reporting on Schedule 1

- For the 2016-17 ED001, on Schedule 1, line 109, column 1, report \$0.

Why is \$0 reported? The expenditures for the project required financing (they were not from local tax source funds or School Construction Progress Payment grant source funds), and Schedule 1 does not include expenditures for in-kind services supported through borrowed funds.

Example 1-3 continues on the following page.

## Reporting on Schedule 2, Part 1

-- For the 2016-17 ED001, the \$300,000 would be reported in Schedule 2, Part 1.

Why is \$300,000 reported? Unlike Schedule 1 and Schedule 2, Part 2, which must consider both the funding source of the expenditures and whether the school construction project/activity is considered "minor school construction" (i.e., eligible to be included in the district's Net Current Expenditures (NCE) and Regular Program Expenditures (RPE) effort) or "major school construction," Schedule 2, Part 1 is not subject to those conditions. Schedule 2, Part 1 compiles any and all expenditures for school construction activity for the applicable fiscal year. It consists of the expenditures for work performed by the town or board of education staff or the expenditures to have the work performed by a contractor. The expenditures do not need to be evaluated to determine the source of funding (general fund, state grant, bond issue, federal grant, private donation, insurance proceeds, ...) or if the work is considered "minor school construction" or "major school construction."

## Reporting on Schedule 2, Part 2

-- For the 2016-17 ED001, the first principal payment of \$30,000 is reported on Line 209. For the following nine years, each \$30,000 principal payment will be reported.

-- For the 2016-17 ED001, the interest payments totaling \$1,000 is reported on Line 210. For the following nine years, each \$1,000 of annual interest payments will be reported.

Why is the \$30,000 principal payment reported and the \$1,000 interest payment reported? Among the various types of expenditures reported in Schedule 2, Part 2, it compiles any debt service which supports public elementary or secondary public school services.

#### Example 1- 4

- The town is not receiving a school construction state grant;
- The town **does need to finance the project** (no use of general fund source funds); and
- The project cannot be completed in one year; it takes **two fiscal years** before it is completed.

(Note: Same situation as Example 1-3 except the project takes two years to complete.)

#### Facts:

- East Salem is replacing the roof of the Webster school.
- A contractor is hired and the cost is \$300,000.
- The project is scheduled to be completed in phases over two years during the summer months. It will start in 2016-17.
- The town determines that based on the needs of the town and its financial situation it needs to cover the cost of the project with some form of borrowing (e.g., a bond issue).
- The town chooses to not apply to the State Department of Administrative Services for a school construction grant.
- The town chooses to manage the \$300,000 project cost through its capital projects fund.
- The town sells the bond and includes the \$300,000 proceeds in the capital projects fund.
- The bond requires ten annual principal payments of \$30,000 each. The first payment is due in the 2016-17 fiscal year. Interest payments amount to \$1,000 annually for ten years. The first payment is due in the 2016-17 fiscal year. Collectively, over ten years the principal payments will equal \$300,000 and the interest payments will equal \$10,000.
- Sixty percent of the roof is replaced in the summer of 2016 (Fiscal Year 2016-17). \$180,000 (or 60% of \$300,000) of expenditures is incurred (the contractor is paid \$180,000 in August 2016).
- The remaining portion of the building's roof (40%) is replaced in the summer of 2017 (Fiscal Year 2017-18). \$120,000 (or 40% of \$300,000) of expenditures is incurred (the contractor is paid \$120,000 in August 2017).

Example 1-4 continues on the following page.

## Reporting on ED001:

### Reporting on Schedule 1

- For the 2016-17 ED001, on Schedule 1, line 109, column 1, report \$0.
- For the 2016-17 ED001, on Schedule 1, line 109, column 1, report \$0.

Why is \$0 reported? The expenditures for the project required financing (they were not from local tax source funds or School Construction Progress Payment grant source funds), and Schedule 1 does not include expenditures for in-kind services supported through borrowed funds.

### Reporting on Schedule 2, Part 1

- For the 2016-17 ED001, the \$180,000 would be reported in Schedule 2, Part 1.
- For the 2016-17 ED001, the \$120,000 would be reported in Schedule 2, Part 1.

Why is \$180,000 reported in 2016-17 and then \$120,000 reported in 2016-17? Unlike Schedule 1 and Schedule 2, Part 2, which must consider both the funding source of the expenditures and whether the school construction project/activity is considered "minor school construction" (i.e., eligible to be included in the district's Net Current Expenditures (NCE) and Regular Program Expenditures (RPE) effort) or "major school construction," Schedule 2, Part 1 is not subject to those conditions. Schedule 2, Part 1 compiles any and all expenditures for school construction activity for the applicable fiscal year. It consists of expenditures for work performed by the town or board of education staff or the expenditures to have the work performed by a contractor. The expenditures do not need to be evaluated to determine the source of funding (i.e., general fund, state grant, bond issue, federal grant, private donation, insurance proceeds, etc.) or if the work is considered "minor school construction" or "major school construction."

### Reporting on Schedule 2, Part 2

- For the 2016-17 ED001, the first principal payment of \$30,000 is reported on Line 209. For the following nine years, each \$30,000 principal payment will be reported.
- For the 2016-17 ED001, the interest payments totaling \$1,000 is reported on Line 210. For the following nine years, each \$1,000 of annual interest payments will be reported.

Why is the \$30,000 principal payment reported and the \$1,000 interest payment reported? Among the various types of expenditures reported in Schedule 2, Part 2, it compiles any debt service which supports public elementary or secondary public school services.

## Example 2-1

- The town is receiving a school construction state grant;
- The town does not need to finance the project (use of only general fund source funds); and
- The project is completed in one fiscal year.

(Note: Same situation as Example 1-1 except the town is receiving a school construction grant to support the project.)

### Facts:

- East Salem is replacing the roof of the Webster school.
- A contractor is hired and the cost is \$300,000.
- The project is scheduled to be completed in one year.
- The town determines that based on the needs of the town and its financial situation it can cover the cost of the project without financing the project. (It uses general fund source funds.)
- The town applies to the State Department of Administrative Services for a school construction grant to determine what the state could provide. The state commits \$225,000 (75%) to support the project. East Salem will support \$75,000 (25%) with general fund source funds.
- In July 2016, the town requests \$225,000 through the School Construction Progress Payment system. The check is received in August.
- The project is completed and the expenditures are incurred (the contractor is paid in August 2016 using the \$225,000 School Construction Progress Payment grant funds and the \$75,000 general fund source funds).

### Reporting on ED001:

#### Reporting on Schedule 1

- For the 2016-17 ED001, on Schedule 1, line 109, column 1, report \$300,000.

Why is \$300,000 reported in column 1 of Line 109? The expenditures supported by the School Construction Progress Payment grant (for minor school construction activities) are considered eligible in determining a school district's Net Current Expenditures (NCE) and Regular Program Expenditures (RPE) effort just as, for example, the expenditures from the State Education Cost Sharing (ECS) Grant are considered eligible in determining a school district's Net Current Expenditures (NCE) and Regular Program Expenditures (RPE) effort. Unlike other grants, the state does not require the town to maintain a separate account to manage the grant funds. In many cases, these grants are included in a general fund or a fund containing multiple source revenue.

Example 2-1 continues on the following page.

Reporting on Schedule 2, Part 1

-- For the 2016-17 ED001, \$300,000 would be reported in Schedule 2, Part 1.

Reporting on Schedule 2, Part 2

-- For the 2016-17 ED001, \$0 reported in Schedule 2, Part 2.

## Example 2-2

- The town is receiving a school construction state grant;
- The town does not need to finance the project (use of only general fund source funds); and
- The project cannot be completed in one year; it takes **two fiscal years** before it is completed.

(Note: Same situation as Example 2-1 except the project takes two years to complete.)

### Facts:

- East Salem is replacing the roof of the Webster school.
- A contractor is hired and the cost is \$300,000.
- The project is scheduled to be completed in phases over two years during the summer months. It will start in 2016-17.
- The town determines that based on the needs of the town and its financial situation it can cover the cost of the project without financing the project. (It uses general fund source funds.)
- The town applies to the State Department of Administrative Services for a school construction grant to determine what the state could provide. The state commits \$225,000 (75%) to support the project. East Salem will support \$75,000 (25%) with general fund source funds.
- Sixty percent of the roof is replaced in the summer of 2016 (Fiscal Year 2016-17). \$180,000 (or 60% of \$300,000) of expenditures is incurred. Knowing that sixty percent of the project will be completed, in July 2016 the town requests \$135,000 (or 60% of the \$225,000 state grant) through the School Construction Progress Payment system. The check is received in August (the contractor is paid \$180,000 in August 2016 using the \$135,000 School Construction Progress Payment grant funds and the \$45,000 general fund source funds).
- The remaining portion of the building's roof (40%) is replaced in the summer of 2017 (Fiscal Year 2017-18). Knowing that forty percent of the project will be completed, in July 2017 the town requests \$90,000 (or 40% of the \$225,000 state grant) through the School Construction Progress Payment system. The check is received in August (the contractor is paid \$120,000 in August 2017 using the \$90,000 School Construction Progress Payment grant funds and the \$30,000 general fund source funds).

### Reporting on ED001:

#### Reporting on Schedule 1

- For the 2016-17 ED001, on Schedule 1, line 109, column 1, report \$180,000.
- For the 2017-18 ED001, on Schedule 1, line 109, column 1, report \$120,000.

Example 2-2 continues on the following page.

#### Reporting on Schedule 2, Part 1

- For the 2016-17 ED001, \$180,000 would be reported in Schedule 2, Part 1.
- For the 2017-18 ED001, \$120,000 would be reported in Schedule 2, Part 1.

#### Reporting on Schedule 2, Part 2

- For the 2016-17 ED001, \$0 reported in Schedule 2, Part 2.
- For the 2017-18 ED001, \$0 reported in Schedule 2, Part 2.



### Example 2-3

- The town is receiving a school construction state grant;
- The town **does need to finance the project** (no use of general fund source funds); and
- The project is completed in one fiscal year.

(Note: Same situation as Example 2-1 except the town does finance the project.)

#### Facts:

- East Salem is replacing the roof of the Webster school.
- A contractor is hired and the cost is \$300,000.
- The project is scheduled to be completed in one year.
- The town determines that based on the needs of the town and its financial situation it needs to cover the cost of the project with some form of borrowing (e.g., a bond issue).
- The town applies to the State Department of Administrative Services for a school construction grant to determine what the state could provide. The state commits \$225,000 (or 75% of \$300,000) to support the project. East Salem will support \$75,000 (or 25% of \$300,000) with the proceeds of a bond issue.
- The town chooses to manage the \$300,000 project cost through its capital projects fund.
- The town sells the bond and includes the \$75,000 proceeds in the capital projects fund.
- The bond requires ten annual principal payments of \$7,500 each. The first payment is due in the 2016-17 fiscal year. Interest payments amount to \$100 annually for ten years. The first payment is due in the 2016-17 fiscal year. Collectively, over ten years the principal payments will equal \$75,000 and the interest payments will equal \$1,000.
- In July 2016, the town requests \$225,000 through the School Construction Progress Payment system. The check is received in August.
- The project is completed and the expenditures are incurred (the contractor is paid in August 2016 using the \$225,000 School Construction Progress Payment grant funds and the \$75,000 proceeds from the bond issue).

#### Reporting on ED001:

##### Reporting on Schedule 1

- For the 2016-17 ED001, on Schedule 1, line 109, column 1, report \$225,000.

Why is \$225,000 reported in column 1 of Line 109? The expenditures supported by the School Construction Progress Payment grant (for minor school construction activities) are considered eligible in determining a school district's Net Current

Example 2-3 continues on the following page.

Expenditures (NCE) and Regular Program Expenditures (RPE) effort just as, for example, the expenditures from the State Education Cost Sharing (ECS) Grant are considered eligible in determining a school district's Net Current Expenditures (NCE) and Regular Program Expenditures (RPE) effort. Unlike other grants, the state does not require the town to maintain a separate account to manage the grant funds. In many cases, these grants are included in a general fund or a fund containing multiple source revenue.

#### Reporting on Schedule 2, Part 1

-- For the 2016-17 ED001, \$300,000 would be reported in Schedule 2, Part 1.

Why is \$300,000 reported? Unlike Schedule 1 and Schedule 2, Part 2, which must consider both the funding source of the expenditures and whether the school construction project/activity is considered "minor school construction" (i.e., eligible to be included in the district's Net Current Expenditures (NCE) and Regular Program Expenditures (RPE) effort) or "major school construction," Schedule 2, Part 1 is not subject to those conditions. Schedule 2, Part 1 compiles any and all expenditures for school construction activity for the applicable fiscal year. It consists of expenditures for work performed by the town or board of education staff or the expenditures to have the work performed by a contractor. The expenditures do not need to be evaluated to determine the source of funding (general fund, state grant, bond issue, federal grant, private donation, insurance proceeds, ...) or if the work is considered "minor school construction" or "major school construction."

#### Reporting on Schedule 2, Part 2

-- For the 2016-17 ED001, the first principal payment of \$7,500 is reported on Line 209. For the following nine years, each \$7,500 principal payment will be reported.

-- For the 2016-17 ED001, the interest payments totaling \$100 are reported on Line 210. For the following nine years, each \$100 of annual interest payments will be reported.

Why is the \$7,500 principal payment reported and the \$100 interest payment reported? Because among the types of expenditures reported in Schedule 2, Part 2, it compiles any debt service which supports public elementary or secondary public school services.

#### Example 2-4

- The town is receiving a school construction state grant;
- The town **does need to finance the project** (no use of general fund source funds); and
- The project cannot be completed in one year; it takes **two fiscal years** before it is completed.

(Note: Same situation as Example 2-3 except the project takes two years to complete.)

#### Facts:

- East Salem is replacing the roof of the Webster school.
- A contractor is hired and the cost is \$300,000.
- The project is scheduled to be completed in phases over two years during the summer months. It will start in 2016-17.
- The town determines that based on the needs of the town and its financial situation it needs to cover the cost of the project with some form of borrowing (e.g., a bond issue).
- The town applies to the State Department of Administrative Services for a school construction grant to determine what the state could provide. The state commits \$225,000 (or 75% of \$300,000) to support the project. East Salem will support \$75,000 (or 25% of \$300,000) with the proceeds of a bond issue.
- The town chooses to manage the \$300,000 project cost through its capital projects fund.
- The town sells the bond and includes the \$75,000 proceeds in the capital projects fund.
- The bond requires ten annual principal payments of \$7,500 each. The first payment is due in the 2016-17 fiscal year. Interest payments amount to \$100 annually for ten years. The first payment is due in the 2016-17 fiscal year. Collectively, over ten years the principal payments will equal \$75,000 and the interest payments will equal \$1,000.
- Sixty percent of the roof is replaced in the summer of 2016 (Fiscal Year 2016-17). \$180,000 (or 60% of \$300,000) of expenditures is incurred. Knowing that sixty percent of the project will be completed, in July 2016 the town requests \$135,000 (or 60% of the \$225,000 state grant) through the School Construction Progress Payment system. The check is received in August (the contractor is paid \$180,000 in August 2016 using the \$135,000 School Construction Progress Payment grant funds and the \$45,000 from the proceeds from the bond issue).
- The remaining portion of the building's roof (40%) is replaced in the summer of 2017 (Fiscal Year 2017-18). Knowing that forty percent of the project will be completed, in July 2017 the town requests \$90,000 (or 40% of the \$225,000 state grant) through the School Construction Progress Payment system. The check is received in August (the contractor is paid \$120,000 in August 2017 using the \$90,000 School Construction Progress Payment grant funds and the \$30,000 from the proceeds of the bond issue).

Example 2-4 continues on the following page.

## Reporting on ED001:

### Reporting on Schedule 1

- For the 2016-17 ED001, on Schedule 1, line 109, column 1, report \$135,000.
- For the 2017-18 ED001, on Schedule 1, line 109, column 1, report \$90,000.

Why is \$135,000 reported in 2016-17 and then \$90,000 reported in 2017-18 (or collectively \$225,000) reported in column 1 of Line 109? The expenditures supported by the School Construction Progress Payment grant (for minor school construction activities) are considered eligible in determining a school district's Net Current Expenditures or Regular Program Expenditures just as, for example, the expenditures from the State Education Cost Sharing (ECS) Grant are considered eligible in determining a school district's Net Current Expenditures or Regular Program Expenditures. Unlike other grants, the state does not require the town to maintain a separate account to manage the grant funds. In many cases, these grants are included in a general fund or a fund containing multiple source revenue.

### Reporting on Schedule 2, Part 1

- For the 2016-17 ED001, \$180,000 would be reported in Schedule 2, Part 1.
- For the 2017-18 ED001, \$120,000 would be reported in Schedule 2, Part 1.

Why is \$180,000 reported in 2016-17 and then \$120,000 reported in 2017-18 (or collectively \$300,000) reported? Unlike Schedule 1 and Schedule 2, Part 2, which must consider both the funding source of the expenditures and whether the school construction project/activity is considered "minor school construction" (i.e., eligible to be included in the district's Net Current Expenditures (NCE) and Regular Program Expenditures (RPE) effort) or "major school construction", Schedule 2, Part 1 is not subject to those conditions. Schedule 2, Part 1 compiles any and all expenditures for school construction activity for the applicable fiscal year. It consists of the expenditures for work performed by the town or board of education staff or the expenditures to have the work performed by a contractor. The expenditures do not need to be evaluated to determine the source of funding (general fund, state grant, bond issue, federal grant, private donation, insurance proceeds, etc.) or if the work is considered "minor school construction" or "major school construction."

### Reporting on Schedule 2, Part 2

- For the 2016-17 ED001, the first principal payment of \$7,500 is reported on Line 209. For the following nine years, each \$7,500 principal payment will be reported.
- For the 2016-17 ED001, the interest payments totaling \$100 are reported on Line 210. For the following nine years, each \$100 of annual interest payments will be reported.

Why is the \$7,500 principal payment reported and the \$100 interest payment reported? Because among the types of expenditures reported in Schedule 2, Part 2, it compiles any debt service which supports public elementary or secondary public school services.

## APPENDIX 8

Appendix 3 includes the Department's policy on payments to reserve funds. The illustration below provides additional guidance regarding these payments and the reporting of expenditures supporting public elementary and secondary education on the End of Year School Report (ED001). The example below is tended to illustrate one particular situation. It is not the intent here to promote or discourage this particular arrangement. There are many variations from this example that may exist regarding the establishment of reserve funds.

In this example the town has established a reserve fund to support an employee's health benefits program. The reserve fund is managed through a municipal account rather than through the Board of Education Budget. The town has chosen the option of claiming the payments into the reserve fund for the program on the ED001. Employee health benefits are funded from three sources: local municipal tax resources, employees' co-pay contribution, and Connecticut Teacher Retirement System resources. The funds received from employees and the Connecticut Teacher Retirement System are managed through the town's general fund.

The town's required annual payment into the reserve fund was made from the general fund in the amount of \$2,250,000. The town received employee co-payments for health benefits totaling \$750,000 and received funds from the Connecticut Teacher Retirement System for employee health benefits of \$500,000. To determine the amount of payments into the fund supported by local municipal tax resources (\$1,000,000), the other two funding sources must be subtracted from the total payments into the fund, or \$2,250,000 minus the \$750,000 and the \$500,000.

Reporting on ED001:

The \$1,000,000 from local municipal tax resources may be fully or partially reported as an in-kind expenditure.

If the program covers only employees providing direct services supporting public elementary and secondary education, then the \$1,000,000 would be reported.

If the program covers employees who don't provide direct services supporting public elementary and secondary education as well as those that do, then only the allocated portion for those that are providing direct services would be reported.

The \$750,000 employees' co-payments are not reported since the revenue was netted against the related expenditures.

If a town negotiates a co-pay arrangement with an employee for a health benefits program, the employee co-payment is not reported on the ED001. Employee co-payments are not reported on the ED001 for health insurance purchased from a private company or if part of a reserve fund for employee benefits.

The \$500,000 from the Connecticut Teacher Retirement System is not reported.

If the town receives funds from the Connecticut Teacher Retirement System, these funds are not for current employees. Expenditures supported by Connecticut Teacher Retirement System funds are not reported on the ED001.

## APPENDIX 9

### A Listing of the State Department of Administrative Service's Project Type Abbreviations

Below is a crosswalk between the possible abbreviations that appear in the ED001 Schedule 2 Part 1 Section A under Major Type (column 3) and the Department of Administrative Services' project designation. These abbreviations can be used to complete the Major Type field if a district needs to add a project to Schedule 2 Part 1 Section B.

#### **Project Types Authorized by the General Assembly**

<u>Abbreviation</u>	<u>Project Designation</u>
A	Alteration
A/TCH	Technology Infrastructure
BE	Board of Education/Central Administration Facility
D	Diversity School
E	Extension
EA	Extension/Alteration
EC	Energy Conservation
MAG	Interdistrict Magnet Facility
IC	Interdistrict Co-operative
N	New Construction
PF	Purchase of Facility
PS	Purchase of Site
RNV	Approved Renovation
SP	Regional Special Education
VA	Regional Vocational Agriculture Construction
VE	Regional Vocational Agriculture Equipment
VT	Vocational Technical School Facility

#### **Project Types Authorized by the Commissioner**

<u>Abbreviation</u>	<u>Project Designation</u>
CV	Code Violation
HV	Health Violation (includes Asbestos)
IAQ	Certified Indoor Air Quality
OT	Oil Tank Replacement
RE	Relocatable Classrooms
RR	Roof Replacement

Note: SDE staff may have used a combination of abbreviations to categorize a project's Major Type.

#### *Examples:*

SP/N	Special Education project for New Construction
EA/RR	Extension/Alteration project with a Roof Replacement
A/CV	Alteration project with a Code Violation

Source: Office of School Facilities (OSF) December 15, 2004 Project Numbers & Abbreviations document and April 11, 2008 OSF e-mail and April 12, 2013 DCS e-mail.

## APPENDIX 10

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### Appendix 10 Worksheet Overview

Appendix 10 contains a worksheet that can be used as a tool to assist staff in reporting expenditures on the End of Year School Report (ED001) regarding public elementary and secondary school facility acquisition and construction.

Connecticut General Statute 10-220(a), among others, describes the range of duties of a local board of education. Many, if not most, of those duties are performed by staff of the board of education. However, in the case of school facility acquisition and construction many duties are shared among both board of education staff and other town agency staff. The local board of education and town, together, have a broad range of options on how to best manage the school facility acquisition and construction process. This worksheet can be used by staff as tool whether the process involves board of education staff, other town agency staff, or both.

The worksheet process is presented in a question and answer format. Where data is eventually reported on the ED001 depends on the answers to a series of questions. No two situations may be the same among districts. No two situations may be the same among projects in the same district regarding who manages a school construction project and how it is managed. In most cases, in order to answer a question, the worksheet suggests that multiple staff may need to communicate or meet. A hypothetical school construction project (the ABC School in East Salem) has been inserted into the worksheet with a particular set of facts (out of the multitude of possible choices) to further illustrate the process.

The worksheet is designed to address one school construction project at a time. The worksheet is designed to address expenditures for just one fiscal year. There may be multiple school construction projects going on at the same time, or it may take multiple years to expend all the funds authorized for a project. Staff do not have to complete a worksheet for each project. The worksheet format is just a tool. The steps are there to assist in identifying information. The intent of the worksheet is to be a supplement to the ED001 instructions for Schedule 1, 2, and 9 where school construction project expenditures may appear.

**There are limits using the worksheet as a tool for reporting school construction activities on the ED001.**

- Do not use this worksheet if the Board of Education or town has school construction activities that are funded through the State Department of Education's Prepayment Grant System process, rather than funded through the School Construction Progress Payment Grant process.**
- Do not use this worksheet if the school construction project involves  
1) supplying only equipment for a facility that offers a Regional Vocational Agriculture Program and 2) that the school district has applied for/or will apply to the State Department of Administrative Services for a school construction grant.**
- The worksheet can not be used as a tool to identify where expenditures for school construction activities are reported in the ED001 on Schedule 12.**

Comments are welcome in an effort to improve the worksheet. Comments can be directed to Mark Stange at 860-713-6462 or [Mark.Stange@ct.gov](mailto:Mark.Stange@ct.gov).

## Appendix 10

Worksheet for reporting expenditures for school facilities acquisition and construction activities on  
End of Year School Report (ED001).

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Questions regarding the worksheet can be directed to Mark Stange at 860-713-6462

School construction project name: \_\_\_\_\_

School construction project number: \_\_\_\_\_

What are school facilities acquisition and construction activities?

School facilities acquisition and construction involves activities concerned with acquiring land and buildings; constructing buildings and additions to buildings; remodeling buildings, initially installing or extending service systems and other and other built-in equipment; and improving sites.

A school construction project does not involve activities associated with keeping buildings at an acceptable level of efficiency through repairs and preventative maintenance. **(See page 11 of 14 at the end of the worksheet titled “A listing highlighting the differences between remodeling/renovations and repair/maintenance activities” for additional guidance)**

The service provider of those activities in many cases is a private contractor. However, the amount expended may include the cost for materials and town/board of education employee services if their services were utilized in lieu of hiring a private contractor.

While the format for this worksheet will work for most school construction activities, do not use the worksheet for these two situations.

**A) Do not use this worksheet if the Board of Education or town has school construction activities that are funded through the State Department of Education’s Prepayment Grant System process, rather than funded through the School Construction Progress Payment Grant process.**

**B) Do not use this worksheet if the school construction project involves  
1) supplying only equipment for a facility that offers a Regional Vocational Agriculture Program and 2) that the school districts has applied for/or will apply to the State Department of Administrative Services for a school construction grant.**



Overview of Steps 1, 2 and 3. Completing these steps will determine what is reported in Schedule 2 Part 1 of the ED001. This process is determining how much was expending for school facilities acquisition and construction activities on a project by project basis for the fiscal year.

Staff do not need to know where the funds came from that supported the expenditures. Nor do staff do not need to know if the expenditures are for “major” school construction activities “minor”, i.e., other than “major”, school construction activities.

Step 1) Who is the staff person responsible for managing/implementing the specifications for the school construction project and authorizes expenditures for the project based on what phases of the project have been completed?

Name: \_\_\_\_\_  
Telephone Number: \_\_\_\_\_  
Fax Number: \_\_\_\_\_  
E-mail address: \_\_\_\_\_

Step 2) Who is the staff person responsible for managing the recording of the expenditures for the school construction project in the town (or board of education) accounting system?

Name: \_\_\_\_\_  
Telephone Number: \_\_\_\_\_  
Fax Number: \_\_\_\_\_  
E-mail address: \_\_\_\_\_

Step 3) How much was expended during the fiscal year (July 1, 2016 through June 30, 2017) to the service provider regarding facilities acquisition and construction activities?

In order to complete Step 3 you will need the expertise of the staff person identified in Step 1 and Step 2.

Enter the amount for Step 3 here: \_\_\_\_\_

Next, where should the amount for Step 3 be reported in the ED001. It depends on the answer to the following question. Has the school construction project been assigned a project number by the State Department of Administrative Services? If your answer is yes, then report the amount from Step 3 on Schedule 2 Part 1 Section A. Then go to Step 4. If your answer is no, then report the amount from Step 3 on Schedule 2 Part 1 Section B. Then go to Step 4.

Below is a hypothetical school construction project. This illustrates how this particular project would be reported on the ED001 as you progress through the steps in the worksheet. This can be used as a tool as you work through the worksheet process. The facts for this project are only one example out of many that may occur for a school construction project. Your project's facts may differ.

Here are facts for a hypothetical school construction project for the ABC School in East Salem:

- East Salem added an addition to the school.
- The cost of the addition is \$5,000,000.
- The town determines that based on the needs of the town and its financial situation it needs to cover the cost of the project with some form of borrowing (e.g., a bond issue).
- The town applies to the State Department of Administrative Services for a school construction grant to determine what the state may be able to provide. The state assigns the school construction project a project number.
- The state commits \$3,000,000 (or 60% of \$5,000,000) to support the project. East Salem will support \$2,000,000 (or 40% of \$5,000,000) with the proceeds of a bond issue.
- The town's bank sells bonds on behalf of the town. The proceeds of the bond are given to the town. The town places the proceeds from the sale of bonds in an account. The town agrees to the following the bond repayment schedule:

Fiscal Year	Principal payment	Interest payment
2016-17	\$1,500,000	\$50,000
2016-17	\$500,000	\$5,000

- The town asks for and receives \$600,000 in Progress Payment Grant funds from the State Department of Administrative Services during 2016-17. The town places the funds in an account.
- Over the 2016-17 fiscal year the contractor is paid \$1,000,000. The school district/town has an expense for the payment to the contractor of \$1,000,000. \$400,000 of the \$1,000,000 came from bond proceed source funds. The balance (or \$600,000) from the Progress Payment Grant funds from the State Department of Administrative Services. In addition, the school district/town has an expense of \$1,500,000 for the principal component of the bond that was sold and an expense of \$50,000 for the interest component of the bond that was sold.
- Using the facts from the hypothetical ABC School school construction project above, here is what East Salem would report on its ED001. Because the school district/town has an expense for the payment to the contractor of \$1,000,000 for the 2016-17 fiscal year and the State Department of Administrative Services has assigned a project number to the school construction project, then the \$1,000,000 is reported in Schedule 2 Part 1 Section A.

Overview of Steps 4 through 14. Completing these steps will determine what is reported in Schedule 2 Part 2. They also determine what is reported in Schedule 1 and/or Schedule 9. This process requires staff to know where the funds came from that supported the expenditures. Staff need to know if the expenditures are for “major” school construction activities or “minor”, i.e., other than “major”, school construction activities.

Step 4) Who is the staff person responsible for managing the funding of the school construction project?

Name: \_\_\_\_\_  
Telephone Number: \_\_\_\_\_  
Fax Number: \_\_\_\_\_  
E-mail address: \_\_\_\_\_

Step 5) Who is the staff person responsible for requesting from the State Department of Administrative Services the Progress Payment Grant for the school construction project?

Name: \_\_\_\_\_  
Telephone Number: \_\_\_\_\_  
Fax Number: \_\_\_\_\_  
E-mail address: \_\_\_\_\_

Step 6) Who is the staff person responsible for understanding if the expenditures are for “major” school construction activities or “minor” school construction activities, i.e., other than “major”, school construction activities?

Name: \_\_\_\_\_  
Telephone Number: \_\_\_\_\_  
Fax Number: \_\_\_\_\_  
E-mail address: \_\_\_\_\_

Step 7) Of the amount of expenditures reported in Step 3, what amount is funded with the proceeds of a debt instrument?

In order to complete Step 7 you will need the expertise of the staff person identified in Step 1, Step 2 and Step 4.

Enter the amount for Step 7 here: \_\_\_\_\_

The amount reported in Step 7 is not reported in the ED001 in Schedule 2 Part 2. The amount identified for Step 7 is to be used later in the worksheet for data management purposes.

In lieu of reporting the expense to the service provider for the school construction project funded by the proceeds of the debt instrument that is reported in Step 7, report the expense for the 2016-17 fiscal year to retire the principal component of the debt instrument here \_\_\_\_\_ and in Schedule 2 Part 2 Line 209. Also report the interest expense for the 2016-17 fiscal year for the interest component of the debt instrument here \_\_\_\_\_ and on Schedule 2 Part 2 Line 210. Then go to Step 8.

Continuing with the example above for the ABC School.

The town has sold bonds to finance a portion of the ABC School addition. The amount that is reported for Step 7 on the worksheet is \$400,000. Next, rather than report in Schedule 2 Part 2 the \$400,000 that was paid to the contractor in 2016-17 that was from bond proceeds, the town will report the \$1,500,000 2016-17 expenditure to retire the principal component of the bond in Schedule 2 Part 2 Line 209 and the town will report the \$50,000 interest expense for the interest component of the bond in Schedule 2 Part 2 Line 210.

Step 8) Of the amount of expenditure reported in Step 3, how much of that expenditure is not from the proceeds of a debt instrument? Among the examples of expenditures that are not from the proceeds of a debt instrument are expenditures from local government property taxes, State Department of Administrative Services Progress Payment Grant funds, federal grant funds, insurance proceeds, private citizen donation, etc.

Enter the amount for Step 8 here: \_\_\_\_\_

In order to complete Step 8 you will need the expertise of the staff person identified in Step 1, Step 2, Step 4 and Step 5.

Note: Check your information at this point.

Post the amount from Step 3 here: \_\_\_\_\_

Post the amount from Step 7 here: \_\_\_\_\_

Post the amount from Step 8 here: \_\_\_\_\_

Post the sum of Step 7 and Step 8 amounts here: \_\_\_\_\_

The sum of Step 7 and 8 amounts must equal Step 3 amount.

Then go to Step 9.

Continuing with the example above for the ABC School.

The town asked for \$600,000 in Progress Payment Grant funds from the State Department of Administrative Services during 2016-17. The \$600,000 was used in part to pay the contractor in 2016-17 for the building's foundation. The town had an expenditure of \$600,000. The \$600,000 would be reported in Step 8.

Continuing with the example above for the ABC School.

Note: Check your information at this point.

Post the amount from Step 7 here: \$400,000

Post the amount from Step 8 here: \$600,000

Add Step 7 and Step 8 amount here: \$1,000,000

Post the amount from Step 3 here: \$1,000,000

Step 3 amount must equal the sum of Step 7 and 8 amounts.

Step 9) Is the expenditure reported in Step 8 for a “major” school construction activity?

In order to complete Step 9 you will need the expertise of the staff person identified in Step 6.

“Major” school construction activities are:

- the acquisition of land;
- the acquisition of a building;
- the construction of a building;
- the addition to a building;
- major remodeling to a building (**see page 12 of 14 at the end of the worksheet “What is major remodeling” for additional guidance**);
- the initial installation or extension of a service system and other built-in equipment (**see page 13 or 14 at the end of the worksheet “What is an extension of a service system” for additional guidance**);
- improvements to sites (**see page 14 of 14 at the end of the worksheet “What is an improvement to a site.” for additional guidance**); and

Enter the amount for Step 9 here: \_\_\_\_\_

Does the project fall into one of the seven “major” school construction activities listed above? If your answer is yes, then report the amount in Step 9 in Schedule 2 Part 2 Line 211. Then go to Step 10.

Continuing with the example above for the ABC School.

Is the school construction project a “major” school construction project? Yes, the ABC School project is an addition to the school. It is the fourth activity type listed above. As a result, the amount from Step 8, the \$600,000, is entered on Step 9. Next, does that project fall into one of the first seven (of the eight) “major” school construction activities listed above. Yes it does. So the \$600,000 is listed on Schedule 2 Part 2 Line 211.

Step 10) Is the expenditure reported in Step 8 for a school construction project that is for “minor” school construction activities? School construction projects that are not for “major” school construction activities are considered “minor” school construction activities.

In order to complete Step 10 you will need the expertise of the staff person identified in Step 6.

“Minor” school construction activities are those that **are not** :

- the acquisition of land;
- the acquisition of a building;
- the construction of a building;
- the addition to a building;
- major remodeling to a building (**see page 12 of 14 at the end of the worksheet “What is major remodeling” for additional guidance**);
- the initial installation or extension of a service system and other built-in equipment (**see page 13 of 14 at the end of the worksheet “What is an extension of a service system” for additional guidance**);
- improvements to sites (**see page 14 of 14 at the end of the worksheet “What is an improvement to a site.” for additional guidance**); and

Enter the amount for Step 10 here: \_\_\_\_\_

Go to Step 11.

Step 11) Of the amount of expenditures reported in Step 10, what amount is funded with the proceeds of local government taxes, e.g., property tax, State Department of Administrative Services Progress Payment Grant funds?

In order to complete Step 11 you will need the expertise of the staff person identified in Step 2, Step 4 and Step 5.

Enter the amount for Step 11 here: \_\_\_\_\_

Go to Step 12.

Step 12) Of the amount of expenditures reported in Step 11, what amount is recorded in a town managed account rather than a board of education managed account?

In order to complete Step 12 you will need the expertise of the staff person identified in Step 2, Step 4 and Step 5.

Enter the amount for Step 12 here: \_\_\_\_\_

Report the amount in Step 12 in Schedule 1, Line 109 column 1.

Then go to Step 13.

Step 13) Of the amount of expenditures reported in Step 10, what amount is funded with the proceeds of federal grant funds, insurance proceeds, private citizen donation or other non-local tax funding sources. (Note: Other non-local tax funding sources would not include State Department of Administrative Services Progress Payment Grant funds.)

In order to complete Step 13 you will need the expertise of the staff person identified in Step 2, Step 4 and Step 5.

Enter the amount for Step 13 here: \_\_\_\_\_

Report the amount in Step 13 in Schedule 1, Line 109 column 2.

Then go to Step 14.

Step 14) Of the amount of expenditures reported in Step 11, what amount is recorded in a board of education managed account rather than a town managed account?

In order to complete Step 14 you will need the expertise of the staff person identified in Step 2, Step 4 and Step 5.

Enter the amount for Step 14 here: \_\_\_\_\_

Note: Check your information at this point.

Post the amount from Step 12 here: \_\_\_\_\_

Post the amount from Step 13 here: \_\_\_\_\_

Post the amount from Step 14 here: \_\_\_\_\_

Post the sum of Step 12, 13 and Step 14 amounts here: \_\_\_\_\_

Post the amount from Step 10 here: \_\_\_\_\_

Step 10 amount must equal the sum of Step 12, 13 and 14 amounts.

Report the amount in Step 14 in the upper portion of Schedule 9. The specific line(s) in Schedule 9 depend on internal record keeping procedures. For the most the expenditure would be reported in Line 901, 923 or 924.



**A LISTING  
HIGHLIGHTING THE DIFFERENCES BETWEEN REMODELING/RENOVATIONS  
AND REPAIR/MAINTENANCE ACTIVITIES**

<b>Remodeling/Renovation Report on Lines 204.01 through 205.99</b>	<b>Repair/Maintenance Do Not Report on Lines 204.01 through 205.99</b>
- replacing a roof	- patching a roof
- oil tank replacement	- patch leak in oil tank
- rewire building	- replace a section of wiring in building
- install playing surface	- resurface playing surface
- replace playing surface with current high tech material	- replace playing surface with similar material
- remodel a section of a building	- paint existing walls/ceiling and repair floor of existing rooms
- replace "substantial" numbers of windows to improve energy efficiency of building	- replace "limited" number of windows as part of maintenance program
- install a "substantial" number of lockers in a building	- replace a "row or section" of lockers in a building

### **What is Major Remodeling.**

"Remodeling" means a major permanent structural improvement to a building. Major remodeling means major permanent structural improvements that involve 20% or more of the gross square footage of a building; or, in the case of exterior walls, 20% or more of the exterior surface of the building.

Major Remodeling does not include expenditures for keeping the building in its original condition of completeness or efficiency, either through repairs or by replacement of property.

Major Remodeling does not include the restoration of a given building to the original condition of completeness or efficiency from a worn, damaged, or deteriorated condition.

Major Remodeling does not include expenditures for the repair or replacement of roofs.

Examples:

- a. Moving a permanent partition within a room is not a major permanent structural improvement if the affected area involves less than 20% of the gross square footage of the building.
- c. Removing three windows and resurfacing with brick is not a major permanent structural improvement if the affected area involves less than 20% of the total exterior wall surface.
- c. Replacing a gym floor is not a major permanent structural improvement if the original floor was in a worn, damaged, or deteriorated condition. (However, if it was not in a worn, damaged, or deteriorated condition and involves more than 20% of the gross square footage of the building, it is a major permanent structural improvement and is a Major Remodeling activity.)
- d. Replacement of a building's fuel tank.

### What is an Extension of a Service System.

"Extension of service systems" means the enlargement or expansion of an existing service system.

Examples:

- a. Replacing a heating system with a heating/cooling system is an extension of the service system.
- b. Replacing the electrical system in four rooms and extending the wiring into a new fifth room is an extension of the service system with respect to the fifth room only. The cost of replacing the wiring in the original four rooms is not an extension of the service system.

Extension of Service Systems does not include replacement of a service system with a more efficient, more powerful, or better quality system. Service systems include heating, cooling, water, disposal, mechanical, electrical, communications, safety and security.

Examples:

- a. Replacing the entire plumbing system of a building with higher quality tubing is not an extension of the service system.
- b. Replacing the electrical system in four rooms and extending the wiring into a new fifth room is an extension of the service system with respect to the fifth room only. The cost of replacing the wiring in the original four rooms is not an extension of the service system.
- c. Replacing the electrical system in four rooms. The cost of replacing the wiring in the four rooms is not an extension of the service system.

### **What is an Improvement to a Site.**

"Improvement to a site" is the permanent and structural alteration to the surface of the land, or any additional item permanently affixed to the land.

Examples:

- a. Initial grading, landscaping, seeding, and planting of shrubs and trees; constructing new sidewalks, roadways, overpasses, retaining walls, sewers and storm drains are improvements to sites.
- b. Installing water mains, field hydrants and sprinkling systems, and outdoor drinking fountains are improvements to sites.
- c. Original surfacing and soil treatment of athletic fields and tennis courts are improvements to sites.
- d. Furnishing and installing, for the first time, playground or playing-field apparatus built into the grounds, flagpoles, gateways, fences and underground storage tanks that are not part of building service systems are improvements to sites.
- e. Off site improvements necessitated by improvements made on the site, such as installing sewer lines and building roads, are improvements to sites.
- f. A school district's purchase or lease/purchase of a portable classroom.

Improvement to a site **does not include** maintenance activities.

Examples:

- a. Maintaining the existing landscaping, shrubs and trees, sidewalks and roadways of school grounds are not an improvement to a site.
- b. Maintaining playing fields and related grounds are not improvements to sites.
- c. A school district's lease of a portable classroom.